

PMIS USER'S MANUAL

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PMIS USER'S MANUAL

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Section: Purpose/Use of Manual	Subject: Printed Manual Revision Procedure	

I. FUNCTION:

This procedure effects appropriate updating of the printed Personnel Management Information System User's Manual.

II. DESCRIPTION:

A. A complete, up-to-date version of this manual is maintained online permanently on the Department of Human Resource Management's (DHRM) website. The complete online version is for employees who prefer not to maintain a printed version of the manual. As revisions are made, files containing only the revisions will be maintained online indefinitely. These files of revisions are for employees who prefer to maintain a printed version of the manual. These employees must print the files of revisions and update their printed manuals, as appropriate.

B. All new or revised transactions or system procedures are issued by the DHRM. Individuals responsible for personnel functions will be notified of manual revisions via PMIS broadcast message or e-mail.

C. A new "Chapter" table of contents (e.g., Employee Transactions) is issued with each set of revisions.

D. The date revised is recorded on each revised page. This date will correspond with the date revised on the table of contents.

E. The revised material is marked by a vertical bar in the right-hand margin.

III. PROCEDURE FOR UPDATING PRINTED MANUALS:

A. Insert revised material in the manual immediately upon notification.

B. Immediately remove the out-of-date material from the manual.

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INTRODUCTION

The Personnel Management Information System (PMIS) is an on-line transaction-based system. PMIS contains employee and benefits records of all active and separated employees for the executive branch, higher education faculty, and employees of certain agencies exempt from the provisions of the Personnel Act, such as the State Corporation Commission and the Virginia Workers' Compensation Commission.

PMIS consists of a database that is used for processing and managing personnel, compensation, and health benefits data. The database is composed of secretary, agency, position, class and employee information.

- All state agencies report to a specific **secretary**. Each secretary is appointed by the Governor. Each secretary manages and oversees operations of a particular area of state government.
- An **agency** is an established unit of state government defined by the General Assembly.
- A position is assigned to a **role** based on the duties and responsibilities of the position. The job role is designated by a numeric role code and an alpha role title.
- When an employee is hired, he or she fills an open **position**. Within PMIS, positions are designated by a position number within each agency. A position may be designated as full- or part-time.
- An **employee** is an individual who is employed by a state agency of the Commonwealth of Virginia.

Actions that impact the areas described above are reflected in the database through the processing of various transactions. For active permanent employees, the database maintains a history of all transactions and the current employee record (effective 9/25/2000). For separated employees, the database maintains a history of all transactions (effective 9/25/2000).

PMIS is managed by the Department of Human Resource Management's (DHRM) Office of Information Technology (ITECH). The system is designed to conform to state personnel and compensation policies.

The main functions of PMIS are complemented by its subsystems, which have unique functions. These include the Personnel Data Analysis System, the Benefits Eligibility System (BES), RECRUIT, the Wage Employee System, the Minority/Female Talent Bank System, and the Employee Suggestion Program.

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BES is a major subsystem of PMIS. Within BES, health benefits records are maintained on all eligible employees, employee dependents, and participating retirees. Eligibility records are passed from BES to the health care providers and the prescription drug provider. These organizations use BES data to maintain their membership systems for claims processing.

PMIS routinely produces over 120 management reports that are used throughout all levels of government. Many more reports are available upon request.

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INSIDE THE PMIS USER'S MANUAL

Information regarding the use of PMIS and its subsystems is located in two volumes. Volume I contains information directly related to the transactions and displays available within PMIS. Volume II contains information about the subsystems that are linked to PMIS. A chapter listing for each volume is summarized below.

A separate **PMIS Reports Index** is also available. It provides general information and a sample of the reports provided by PMIS. The manual is indexed by report name, keyword, and functional area.

VOLUME I

Chapter 1: INTRODUCTION

Chapter 2: OPERATIONAL INFORMATION

Chapter 3: EMPLOYEE TRANSACTIONS

This chapter provides information regarding procedures to add, modify, and delete employee records in PMIS (for example, original appointment, promotion, transfer). Employee transactions are used more frequently than any others.

Chapter 4: POSITION TRANSACTIONS

This chapter provides information regarding procedures to add, modify, and delete position records in PMIS (for example, establishing a position, redefining duties).

Chapter 5: ROLE TRANSACTIONS

This chapter provides information regarding procedures to add, modify, and delete role records in PMIS (for example, changing a role title, updating the role history).

Chapter 6: AGENCY TRANSACTIONS

This chapter provides information regarding procedures to add, modify, and delete agency records in PMIS (for example, creating an agency, changing an agency's name).

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Chapter 7: PROJECT TRANSACTIONS

This chapter provides information regarding procedures to add and modify project records in PMIS.

Chapter 9: GLOSSARY

This chapter contains two major sections: data definitions and code tables. Data definitions define the data terms used within PMIS. Code tables define the valid values for a specific field. Each section is organized alphabetically.

VOLUME II

PDAS OPERATIONS

The Personnel Data Analysis System (PDAS) is used by agencies that require information not found in the standard PMIS reports. PDAS is an on-line interactive system entirely controlled and manipulated by the user agency. Data is extracted from PMIS and loaded into PDAS. Users may manipulate the data and produce specialized reports to meet internal management information needs. The data may also be downloaded in PC-compatible format for further usage in PC-based applications.

BENEFITS ELIGIBILITY SYSTEM

The Benefits Eligibility System (BES) is used to maintain health insurance carrier and employee eligibility information on all state employees, retirees, and their dependents.

RECRUIT

RECRUIT is the state's job posting system. It combines PMIS data with data provided by agencies to produce descriptions of vacant classified positions for which the state is currently recruiting.

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MINORITY/FEMALE TALENT BANK SYSTEM

To Be Provided.

EMPLOYEE SUGGESTION PROGRAM (ESP)

To Be Provided.

TRANSACTION PREFIX LISTING

There are many transactions available within PMIS and its subsystems. The following table gives a listing of some of the types of transactions and the associated prefixes. Each X represents a number.

TRANSACTION TYPE	CODE	VOL/CHAPTER
Agency Transactions	PBAXXX	I - Ch. 6
Benefits Eligibility System	PSBXXX	II
Role Transactions	PSCXXX	I - Ch. 5
Employee Transactions	PSEXXX	I - Ch. 3
Position Transactions	PSPXXX	I - Ch. 4
Recruit	PSRXXX	II
Secretary Transactions	PBSXXX	I - Ch. 6
Project Transactions	PSPXXX	I - Ch. 7

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Section: Introduction to PMIS	Subject: Keyboard and Screen Basics	

KEYBOARD AND SCREEN BASICS

Keys may differ from keyboard to keyboard, depending on your hardware and software. Some keyboards have a corresponding keyboard template to help you with the possible key designations and functions. If you are a new PMIS user, you may need to contact your technical support person to assist you in identifying the location of certain keyboard keys. If further assistance is needed, please contact DHRM.

Basic keyboard and screen terminology which may be helpful to a new user are provided below.

HOME

The location of the "HOME" position on your screen is in the upper left corner. The HOME key may be labeled HOME or it may be another key, depending on your computer. Depressing the designated home key will place the cursor in the "HOME" position. All PMIS transactions should be keyed in at the HOME position on the screen.

TAB

This key is typically on the far left side of your keyboard. It moves the cursor quickly from field to field.

TRANSMIT

Your transmit key initiates all actions. It may be one of the following keys: XMIT, Scroll Lock, RETURN, ENTER, or a combination of keys, depending on your hardware and software. After transmitting the data, you will see a message displayed at the bottom of the screen. The message "Transaction complete" will appear when all data has been entered correctly. When the transaction cannot be completed, you will see an error message displayed at the bottom of the screen.

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PMIS TRANSACTION MENUS

Menus that list all available transactions are available for each transaction type. The table below provides the transaction name (for the transaction type) that you must key in to access a particular transaction menu.

TRANSACTION	MENU ITEM
-------------	-----------

BENEFIT	Health Benefits Transaction Menu Screen
EMPLOYEE	Employee Menu Screen
IPPIPP	Incentive Pay Plan Menu Screen
POSITION	Positions Transaction Menu Screen
RECRUIT	Recruit Transaction Menu Screen

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Section: Getting Help	Subject: Help Desk	

I. FUNCTION/DESCRIPTION:

- A. The Help Desk assists you in requesting help with using PMIS. It also ensures that you receive better service with your requests for assistance.
- B. Before you can use the use the Help Desk, you must go to the Help Desk website (<http://ihelp.state.va.us>) and register as a Help Desk user. Once you're registered, you can request help in one of the following ways:
 - via the Help Desk website (more features) or
 - via e-mail message to ihelp@dhrm.state.va.us (easiest).
- C. At the Help Desk website, you can do one of the following:
 - search the solutions database for an existing solution to your problem;
 - check on the status of a previously submitted request; or
 - open a new service request.

II. PROCEDURE:

- A. Register as a Help Desk User.
 - 1. Go to the Help Desk Registration form at <http://ihelp.state.va.us/html/register.html>.
 - 2. Fill in all of the fields.

If you make a mistake, simply tab to the field that needs to be changed and use your backspace, delete, and/or arrow keys to make corrections. To clear all fields, simply click on "Reset."

- 3. Click on "Submit." You will see a screen indicating that your registration request has been submitted.

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4. You will receive an email confirmation with your Help Desk user ID and password. You may now request service via email or via the Help Desk website.

B. Request Service

1. Via e-mail (easiest method)

- a) Using your email system, address your request to ihelp@dhrm.state.va.us.
- b) In the Subject field of your e-mail message, enter the title of your service request. Make the title a meaningful description of the problem or request.
- c) In the body of your email message, describe your problem or request with as much detail as possible. The more information you provide, the better we will be able to assist you.
- d) You will receive an e-mail message from the Help Desk notifying you that your request has been logged into the system. Please allow up to 30 minutes to receive the automated notification. This notification will include the reference number assigned to your request.

2. Via web browser (more features)

- a) Go to the Help Desk website at <http://ihelp.state.va.us>. You will see the Help Desk logon screen.
- b) Enter your user name and password.
- c) Click on the **Logon** button. You will see the Help Desk menu.
- d) You may now do one of the following:

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- search the solutions database for an existing solution to your problem;
- check the status of a previously submitted request;
- submit a new request for help.

3. Logoff before exiting Help Desk.

If you do not log off before exiting Help Desk, you may have to wait up to 30 minutes before you can log in again.

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Section: Getting Help	Subject: PMIS Question Card	

I. FUNCTION:

The preferred method of submitting suggestions, questions, and comments to Information Technology (ITECH) at DHRM is through the Help Desk (see 1-3.1). The Help Desk ensures that you receive better service with your requests for assistance.

However, if you do not have e-mail or access to the Web, please use the PMIS Question Card. Regardless of how you submit them, your suggestions, questions, and comments will help us improve PMIS and the PMIS User's Manual. Our goal is to help agencies effectively and accurately use all features of PMIS.

II. PROCEDURE:

A. Fill in the PMIS Question Card on the following page.

B. You may submit the PMIS Question Card in one of two ways:

1. Via fax. Print and fax the form to 804-371-7401.
2. Via mail. Print and mail the form to:

DHRM
13th floor, ITECH
101 N. 14th Street
Richmond, VA 23219

D. If you submit the PMIS Question Card via fax or mail you may receive a response, depending on the nature of the question, suggestion or comment. (Note: To ensure that you receive a response, please use the Help Desk (see 1-3.1) Where appropriate, ITECH will consider the suggestion, question and comments in future updates to PMIS and the PMIS User's Manual.

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Section: Getting Help	Subject: PMIS Question Card	

Personnel Management Information System (PMIS) Question Card

Do YOU have a question, suggestion or comment? DHRM WANTS TO KNOW!!

How can we better serve you? The Department of Human Resource Management is continuously striving to better the quality of the services it provides to you. The Office of Information Technology (ITECH) is responsible for the development and updating of personnel system transactions and user documentation. Please help ITECH serve you better by submitting your suggestions, questions, and comments. Please circle the area to which your comments relate:

PMIS User Manuals Specific Transaction_____ Process

HuRMan Other

THANK YOU for your participation!

Please fill out the information below.

Agency Name _____

Your Name _____

Agency Address _____

City/State/Zip _____

Telephone # _____

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	2-1.1 System Access and Questions	08/31/94	06/15/99
	2-1.2 A Quick Guide to Getting Started	08/31/94	06/15/99
	2-1.3 MAPPER Fast Entry	06/18/96	06/15/99
	*2-1.4 SIMAN: Establish & Disable	06/18/96	06/15/99
	*2-1.5 PMIS (TIP): User-ID Create/Change/ Display/Delete	06/18/96	06/15/99
	*2-1.6 PMIS (TIP): Reset Password	06/18/96	
	*2-1.7 PMIS (TIP): Non-PMIS Employer User Create/Change/ Delete	06/15/99	
2-2.0	Operational Guides		
	2-2.1 Gateway UNISYS to IBM	09/20/88	08/31/94

* Restricted to the Department of Human Resource Management (DHRM) use only.

SYSTEM ACCESS AND QUESTIONS

Your PMIS access must be approved by the Agency PMIS Security Officer (PSO). Please contact your agency's PSO for procedures to access the system. Once your access has been approved, you will be issued a user-ID and a default password. The format of the user-ID is typically "PERXXXAAA", where XXX is your agency number and AAA is your initials. Contact your PSO if you have any problems or questions concerning system access to PMIS.

SECURITY

Protect your password. It should never be shared or displayed to anyone. Your password can provide access to confidential personnel records. Log out of the system whenever you leave your workstation.

SIGNING ON TO PMIS

Establishing Initial Password

1. Access Unisys on your computer.
2. You will see the following prompt displayed:
 - > Enter your user-id/password and clearance level:
 - > _____

NOTE:

(a) Certain terminals may not display this prompt. If you do not see this prompt, at the HOME position, type "\$\$OPEN TIP". Then transmit. You should now see the prompt.

(b) Users with IBM (3270-type) terminals must type "TIP" to see this prompt.

3. Type your assigned user-ID and the default password of "A". Then transmit.

Example: > PER822JAS/A

4. You will see the following prompt displayed:
 - > Your password has expired.

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Section: System Access

Subject: Access and Questions

> Enter your new password:

> _____

5. Enter a new password and transmit.

NOTE: Passwords must be five or six characters. Only letters or numbers are allowed; no special characters or spaces are allowed.

6. You will see the following message displayed:

> Your password has been replaced

> Unisys 1100 Operating System Level

> 43R1-009A (RSI)* HOST A

> Current session number: _____

> Previous session was: _____

> DATE: _____ TIME: _____

NOTE: Previous session refers to your last system access. DATE and TIME fields are the current date and time at sign-on.

7. The system will ask you to enter a "Clearance Level". Just transmit.

8. Go to the HOME position and type "PMIS". Then transmit.

9. You are now signed onto PMIS. You will see a general PMIS message (a PMIS Broadcast message) displayed. You have access to PMIS transactions and applications.

Sign-On Process

1. Access Unisys on your computer.

2. You will see the following prompt displayed:

> Enter your user-id/password and clearance level:

> _____

NOTE:

(a) Certain terminals may not display this prompt. If you do not see this prompt, at the HOME position, type "\$\$OPEN TIP". Then transmit. You should now see the prompt.

(b) Users with IBM (3270-type) terminals must type "TIP" to see this prompt.

3. Type your assigned user-ID and password. Then transmit.
Example: > PER822JAS/PASSWORD

4. You will see the following message displayed:
> Unisys 1100 Operating System Level
> 43R1-009A (RSI)* HOST A
> Current session number: _____
> Previous session was: _____
> DATE: _____ TIME: _____

NOTE: Previous session refers to your last system access. DATE and TIME fields are the current date and time at sign-on.

5. Go to the HOME position and type "PMIS". Then transmit.

6. You are now signed onto PMIS. You will see a general PMIS message (a PMIS Broadcast message) displayed. You have access to PMIS transactions and applications.

Changing Passwords

*** Expired Password**

Every 30 days you will be prompted to change your password.

1. If your password has expired, you will see the following prompt when you attempt to sign on:

> Your password has expired.
> Enter your new password:
> _____

2. Type your new password. Then transmit.

3. You will see the following message displayed:
> Your password has been replaced.
> Unisys 1100 Operating System Level

- > 43R1-009A (RSI)* HOST A
- > Current session number: _____
- > Previous session was: _____
- > DATE: _____ TIME: _____

4. The system will ask you to enter a "Clearance Level". Just transmit.

5. Go to the HOME position and type "PMIS." Then transmit.

6. You are now signed onto PMIS. You will see a general PMIS message (a PMIS Broadcast message) displayed. You have access to PMIS transactions and applications.

* Changing A Current Password

You must maintain your password for at least two days before changing it.

1. At the system prompt,

- > Enter your user-id/password and clearance level:
- > _____

Type your user-id/current password/new password. Then transmit.

2. At this point the steps are the same as described above in steps 3-5 for Expired Password.

SYSTEM ACCESS PROBLEMS/TERMINAL IDENTIFICATION (PID)

After you have logged onto PMIS, type **WCOME** at the home position. You will see "Welcome to Host A! This is PID" and a number. The number displayed is your PID number. Write this number down; it identifies your communication line. If you have a problem with the system, your PID number may be needed by ITECH help you resolve the problem. If you have a problem, please contact ITECH in one of the following ways:

1. Contact the Help Desk via the Web (preferred).

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Section: System Access

Subject: Access and Questions

Go to the homepage on our website at <http://dhrm.state.va.us>. Select "Information Technology" from the menu on the top. On the next page, select "Help Desk" from the menu on the top. Follow the instructions.

OR

Go directly to the Help Desk at <http://ihelp.state.va.us>.

2. Contact the Help Desk via email. Send an e-mail message to ihelp@dhrm.state.va.us.

3. Call us at 225-2236.

After recording your PID, you may continue using PMIS.

NOTE: In some environments, your terminal identification number (same as PID) changes with each new logon. In this case, use the WCOME transaction to obtain your PID before you report the problem.

SIGNING-OFF PMIS

At the HOME position, type "\$\$CLOSE." Then transmit.

NOTE: If you use IBM (3270-type) terminals, type "LOGOFF" at the HOME position. Then transmit.

SYSTEM TIMEOUT

Your PMIS session will time-out after 30 minutes of inactivity. The system will automatically sign your session off. To use PMIS again, you must sign on again.

A QUICK GUIDE TO GETTING STARTED

1. Request system access.



- Contact agency PMIS Security Officer (PSO) to request a sign-on.
- Complete user-id and security agreement form and return to PSO.
- Review password and security information in Chapter 1: Introduction (PMIS User's Manual, Volume I).

2. Make sure you have all of the system documentation.



- You need PMIS User's Manuals (Volumes I and II) and the Reports Index Manual. Updated Manuals are available at <http://www.dhrm.state.va.us>.

3. Log on to the system.



- Acquaint yourself with the sign-on process unique to your terminal or PC.
- Remember your sign-on process. You will need it each time you want to access PMIS.
- After signing on to PMIS, type "WCOME" and record your terminal identification (PID) number.

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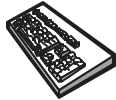
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Section: System Access

Subject: Quick Guide to Getting Started

4. Get acquainted with the keyboard.



5. Reference the chapter of the manual that you will need to process transactions.

Ch. 1

- Review "Inside The PMIS Manuals" in Chapter 1: Introduction (PMIS User's Manual, Volume I).

6. Get to work.



- Practice retrieving transaction screens.
- Practice retrieving the PMIS help screen (see Chapter 1: Introduction (PMIS User's Manual, Volume I)).

7. If you need assistance, contact us as described below.



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1. Contact the Help Desk via the Web (preferred).

Go to the homepage on our website at <http://dpt.state.va.us>. Select "Human Resources Information System" from the menu on the top. On the next page, select "Help Desk." Follow the instructions.

OR

Go directly to the Help Desk at <http://ihelp.state.va.us>.

2. Contact the Help Desk via email. Send an e-mail message to ihelp@dhrm.state.va.us.
3. Call us at 804-225-2236.

Chapter: EMPLOYEE TRANSACTIONS	Number: 2-1.3	Page 1 of 2
Section: System Access	Subject: MAPPER Fast Entry	

- | I. | <u>TRANSACTION NUMBER</u> | <u>TRANSACTION TITLE</u> |
|----|---------------------------|--------------------------|
| | F1 | MAPPER Fast Entry |

II. FUNCTION:

This function key/transaction lets you access MAPPER applications quickly and easily through a MAPPER Applications Menu.

III. DESCRIPTION:

- A. This function key/transaction eliminates the need for a MAPPER sign-on.
- B. To perform this transaction, a user must have a PMIS/UNISYS User-ID with MAPPER access privileges.

IV. USERS:

All personnel with a PMIS/UNISYS User-ID and MAPPER access privileges.

V. PROCEDURE:

- A. Sign on to PMIS.
- B. When the PMIS Screen returns, depress the F1 key.

You will see the MAPPER logo displayed, followed a few moments later by the MAPPER Applications Menu. The specific items you will see displayed on the menu will depend on the access granted to your agency by the MAPPER System Administrator. MAPPER applications that may be displayed include the following:

- RECRUIT Remote Print / Display
- PCP Key Advantage Provider List

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Section: System Access	Subject: MAPPER Fast Entry	

- Minority/Female Talent Bank
- Agency Labels System
- PDAS
- Employee Suggestion Program
- ReEmployment Opportunity Program
- Exit MAPPER, Return to PMIS

- C. Tab to the desired application and transmit.
- D. When you leave a MAPPER Application, you will automatically be returned to the MAPPER Applications Menu.
- E. To exit the MAPPER Applications Menu, either:
1. Tab to "Exit MAPPER, Return to PMIS" and transmit
- OR**
2. Depress the F10 key.

I. TRANSACTION NUMBER

TRANSACTION TITLE

@SIMAN

SIMAN: Establish & Disable User-ID

II. FUNCTION:

This transaction establishes and disables a User-ID on SIMAN (Security Software for the Department of Information Technology).

III. DESCRIPTION:

- A. This transaction creates or disables a User-ID on the computer that hosts PMIS.
- B. The authority to process this transaction is assigned by the DPT PMIS Security Officer.
- C. If the user requiring a User-ID is a wage employee or an employee of a non-PMIS agency, you must complete the PBS019 transaction before using this transaction.
- D. After using this transaction to establish a User-ID on SIMAN, use PBS017 (CREATE) to establish a User-ID on PMIS (see PMIS User's Manual, Restricted Transactions - User-ID Security Section: A-10.2).
- E. Before using this transaction to disable a User-ID on SIMAN, use PBS017 (DELETE) to disable the User-ID on PMIS (see PMIS User's Manual, Restricted Transactions - User-ID Security Section: A-10.2) must be used to disable the User-ID on PMIS.
- F. This transaction must be authorized by appropriate persons in accordance with applicable policies.

IV. USERS:

This transaction is restricted to DHRM.

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Section: System Access	PMIS (TIP): User-ID Subject: Create/Change/Display/Delete	

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
	PBS017	PMIS (TIP): User-ID Create/ Change/Display/Delete

II. FUNCTION/DESCRIPTION:

- A. This transaction can be used to perform any of the following four functions:
 - Create a User-ID
 - Change an User-ID
 - Display an User-ID
 - Delete an User-ID
- B. If the user requiring a User-ID is a wage employee or an employee of a non-PMIS agency, you must complete the PBS019 transaction before using this transaction.
- C. Before using this transaction to create a PMIS User-ID, use the @SIMAN transaction to enter the User-ID into SIMAN (Security Software for the Department of Information Technology) (refer to the PMIS User's Manual, Restricted Transactions - User-ID Security Section: A-10.1).
- D. After using this transaction to delete a PMIS User-ID, use the @SIMAN transaction to disable the User-ID within SIMAN (refer to the PMIS User's Manual, Restricted Transactions - User-ID Security Section: A-10.1).
- E. This transaction cannot reset a User-ID password.
- F. This transaction must be authorized by appropriate persons in accordance with applicable policies.

IV. USERS:

This transaction is restricted to the Department of Human Resource Management.

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Section: System Access

Subject: PMIS (TIP): Reset Password

I. TRANSACTION NUMBER

PERPSW

TRANSACTION TITLE

PMIS (TIP): Reset Password

II. FUNCTION:

This transaction resets a User-ID password on the Personnel Management Information System (PMIS).

III. DESCRIPTION:

- A. This transaction lets a user enter a new password with his or her User-ID for access to PMIS.
- B. This transaction must be authorized by appropriate persons in accordance with applicable policies.

IV. USERS:

This transaction is restricted to the Department of Human Resource Management.

PMIS USER'S MANUAL

Chapter: OPERATIONAL INFORMATION	Number: 2-1.7	Page 1 of 2
Section: System Access	Subject: PMIS (TIP): Non-PMIS Employee User: Create/Change/Delete	

I. <u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
PBS019	PMIS TIP: Non-PMIS Employee User: Create/Change/Delete

II. FUNCTION:

This transaction creates a PMIS record for a non-PMIS employee.

III. DESCRIPTION:

- A. This transaction creates a record for an employee who does not have a PMIS record (for example, wage employees, employees of non-PMIS agencies) but needs a PMIS user-id.
- B. After this transaction is completed, you must complete PBS017 to actually create the employee's PMIS user-id.
- C. See Exhibit I for data required.

IV. USERS:

This transaction is restricted to the Department of Human Resource Management.

V. PROCEDURE:

- A. Enter transaction code:

PSB019,PERXXXAAA

where XXX is the employee's agency number and
AAA is the employee's initials.

- B. Transmit.
- C. You will see the "Non-PMIS Employer User Create/Change/Delete" input screen. See Exhibit I.
- D. Mandatory input fields are designated by asterisks. Enter appropriate data items.

PMIS USER'S MANUAL

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E. Tab cursor to end.

F. Transmit.

You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is complete.

EXHIBIT I. Non-PMIS Employer User Create/Change/Delete

```
PBS019, PER129PDB
----- 05/27/1999 13:55:06

NON-PMIS EMPLOYER USER CREATE/CHANGE/DELETE

      User-ID: PER129PDB
      Function: CHANGE
      Last Name: BROOKS
      First Name: PATRICE
      Middle Initial: D
      Second Initial:
      Suffix:
      Xmit:

000002 Screen Call-Up Complete -- Proceed
```

PMIS USER'S MANUAL

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Section: Operational Guides

Subject: Gateway UNISYS to IBM

I. TRANSACTION NUMBER

TRANSACTION TITLE

\$\$OPEN IBM

Gateway UNISYS to IBM

II. FUNCTION:

This transaction provides access to the IBM mainframe computer through the UNISYS computer that hosts PMIS.

III. DESCRIPTION:

- A. This transaction lets any user with UNISYS mainframe access also access the programs on the IBM mainframe (for example, CIPPS - Commonwealth Integrated Personnel Payroll System, PROBUD - Commonwealth Program Budgeting System, and CARS - Commonwealth Accounting Reporting System).
- B. In order to actually transmit and/or receive data from an IBM system, your terminal must be registered at the Data Center as an IBM terminal. You must also have an approved IBM system "sign-on" for the desired program.

IV. USERS:

All agencies with UNISYS terminals and an authorized "sign-on" to the specified IBM application may use this transaction.

V. PROCEDURE:

- A. At the HOME position, enter:

\$\$OPEN IBM

- B. Transmit.

You will see the following screen:

**DEPARTMENT OF INFORMATION TECHNOLOGY
COMMONWEALTH NETWORK**

ENTER:

- C. Enter the "sign-on" for desired IBM program.

NOTE: This is the start for the process to enter the "sign-on," user ID, and password as required for the specific program.

- D. To Exit IBM and return to UNISYS (PMIS), enter:

➤ \$\$OPEN TIP

- E. Transmit.

You will see the following screen:

**DEPARTMENT OF INFORMATION TECHNOLOGY
COMMONWEALTH NETWORK**

SESSION PATH CLOSED

>

SESSION PATH OPEN TO: TIP

>

ENTER:>\$\$open tip

F. You may now enter a PMIS transaction.

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Section: Table of Contents	Subject:	

		<u>Issued</u>	<u>Revised</u>
3-0.0	Table of Contents	08/08/86	02/28/01
3-1.0	Numerical Listing of Transactions	08/08/86	02/20/01
3-2.0	Procedural Guide		
	3-2.1 Form P-3 and P-3A	08/08/86	
	3-2.2 Procedure for Use of Forms P-3,P-3A		
	3-2.3 Definitions of Fields on Forms P-3, P-3A (Refer to Section 10-2.0)		
	3-2.4 Code Tables (Refer to Section 10-3.0)		
	3-2.5 P-3/P-3A Procedure (Agencies With Terminals)	08/08/86	04/01/01
	3-2.6 P-3/P-3A Procedure (Agencies Without Terminals)	08/08/86	04/01/01
	3-2.7 The HuRMan Repository and PMIS	04/15/01	
	3-2.8 Incentive Pay Plan Procedure		
	3-2.9 Annual Leave Accrual Procedure		
	*3-2.10 No Longer Used		
	3-2.11 Layoff Transaction Guide	01/22/82	05/24/91
3-3.0	Original Appointment, Rehire		
	3-3.1 Original Appointment	06/19/81	01/03/01
	3-3.2 Rehire	01/22/82	02/28/01
3-4.0	Transfer		
	3-4.1 Competitive Voluntary Transfer	08/08/86	02/26/01
	3-4.2 Transfer Out To Agency Exempt From Personnel Act/Layoff	08/08/86	12/30/94
	*3-4.3 Transfer of Employee on LWOP to Another Agency	03/15/89	
	*3-4.4 Transfer to Local	06/18/96	
	3-4.5 Reassignment Within Band	02/20/01	08/15/01
	3-4.6 Non-Competitive Voluntary Transfer	02/26/01	

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3-5.0	Promotion			
	3-5.1	Promotion: Classified	08/08/86	02/26/01
	3-5.2	Promotion: Faculty	08/08/86	09/25/00
	*3-5.3	Promotion: Exceptional	08/08/86	09/25/00
3-6.0	Demotion			
	3-6.1	Demotion: Classified (Voluntary, Performance, Disciplinary, In Lieu of Layoff)	08/08/86	08/15/01
	3-6.2	Demotion: Faculty	08/08/86	09/25/00
	*3-6.3	Demotion: Exceptional	08/08/86	09/25/00
3-7.0	Classified Pay Adjustments			
	*3-7.1	No Longer Used		
	*3-7.2	No Longer Used		
	3-7.3	No Longer Used		
	3-7.4	No Longer Used		
	3-7.5	Classified Compensation (Same Role/Position)	09/25/00	01/15/01
3-8.0	No Longer Used			
3-9.0	Performance Management (PM)			
	3-9.1	Rating Evaluation	06/15/99	08/15/01
	3-9.2	No Longer Used		
	3-9.3	PM: Agency/Sub-unit MEL	06/15/99	
	3-9.4	Employee PM Display	06/15/99	08/15/01
	3-9.5	PM Scroll	06/15/99	08/15/01
	3-9.6	PM Agency Totals	06/15/99	08/15/01
	3-9.7	No Longer Used		
	3-9.8	Performance Increase Distribution Calculation	08/15/01	09/14/01
	3-9.9	Perf. Incr. Dist. Calc. Freq. Asked Questions	08/15/01	

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	3-9.10	PSI998 Batch Assessment Report	08/15/01	
	3-9.11	PI Calculation Report	11/01/01	
	3-9.12	Salary Adjustment Listing	11/01/01	
	3-9.13	Salary Adjustment Exception and Message Listing	11/01/01	
3-10.0	General Salary Adjustment			
	3-10.1	P-3 Reband	08/08/86	09/25/00
3-11.0	Field Changes, Miscellaneous Salary Adjustments			
	3-11.1	Field Change: Personal Data (P-3A)	08/08/86	09/20/01
	3-11.2	Field Change: Faculty	08/08/86	09/25/00
	**3-11.3	Agency Non-Routine	08/08/86	09/25/00
	3-11.4	Faculty Salary adjustments	08/08/86	12/30/94
	*3-11.5	VPI Extension Agency Salary Adjustment	08/08/86	12/30/94
	3-11.6	Recall	01/22/82	12/30/94
	3-11.7	Terminate Recall Rights	01/22/82	12/30/94
	*3-11.8	Field Change: Classified/ Faculty	08/08/86	09/25/00
	*3-11.9	Retroactive Adjustment	09/10/86	09/25/00
	3-11.10	Update Leave Anniversary and Separation Dates	09/10/86	08/01/99
	3-11.11	Employee Reestablish	06/18/96	09/25/00
	*3-11.12	No Longer Used		
	3-11.13	No Longer Used		
	3-11.14	Agency Acting Pay	06/18/96	09/25/00
	3-11.15	Agency Special Rate	06/18/96	09/25/00
	3-11.16	No Longer Used		
	3-11.17	Employee Change to Exempt Role		09/25/00

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3-12.0	Leaves			
	3-12.1	Leave Without Pay, Suspension	08/08/86	09/25/00
	3-12.2	Leave Without Pay/Layoff	01/22/82	12/30/94
	3-12.3	Educational and Accumulated Leaves With Pay	08/08/86	12/30/94
	3-12.4	Leave Extension	08/08/86	12/30/94
	*3-12.5	Mobility Leave	08/08/86	
	3-12.6	Employee Leave Balance Update	09/10/86	08/01/99
	3-12.7	Leave Without Pay - Family and Medical Leave	01/21/94	
	3-12.8	VSDP Update	02/01/99	
	3-12.9	VSDP Disability Leave: Short-term (No Worker's Compensation)	02/01/99	
	3-12.10	VSDP Disability Leave: Short-term (With Worker's Compensation)	02/01/99	
	3-12.11	VSDP Disability Leave: Long-Term (No Worker's Compensation)	04/15/99	
	3-12.12	VSDP Disability Leave: Long-Term (With Worker's Compensation)	04/15/99	
	3-12.13	VSDP Disability Leave: Long-Term - Working (w/o Worker's Compensation)	01/15/01	
	3-12.14	VSDP Disability Leave: Long-Term – Working (With Worker's Compensation)	01/15/01	
3-13.0	Separation			
	3-13.1	Resignation, Layoff, Retirement, Death, Removal	08/08/86	09/20/01
3-14.0	Informational Displays			
	3-14.1	Active Employee-Current Display	09/10/86	09/14/01
	3-14.2	Active Employee Transaction History Summary	08/08/86	09/25/00
	3-14.3	Employee Suspense Record	09/10/86	12/30/94

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3-14.4	Person Display-Active or Separated	09/10/86	09/25/00
3-14.5	SEARCH	06/15/89	09/20/90
3-14.6	Separated Employee Transaction History Summary	06/15/89	09/25/00
3-14.7	Employee Scroll	06/18/96	
3-14.8	Person Name Scroll	06/18/96	
*3-14.9	Suspense Scroll	06/18/96	
3-14.10	Employee Transaction Menu	06/18/96	
3-14.11	Display Employee Pay History	09/25/00	

NOTE: For Incentive Pay Plan (IPP) Displays, refer to Section 3-9.0

3-15.0 Exempt Agency Transactions

3-16.0 Employee Data Maintenance Transactions

3-16.1	Employee Delete	08/15/89	08/01/99
3-16.2	Person Delete	08/15/89	08/01/99
*3-16.3	Separated Person Update	08/15/89	
3-16.4	Suspense Delete	05/17/93	
3-16.5	No Longer Used		
*3-16.6	Retracted Action	04/15/01	

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EMPLOY	Employee Transaction Menu	3-14.10
SEARCH	SEARCH	3-14.5
PSE001	Request Original Appointment Screen	3-3.1
PSE002	Request Employment Screen	3-3.2
*PSE004	Request Transfer of Employee on LWOP to Another Agency	3-4.3
PSE011	Suspense Delete	3-16.4
PSE013	Competitive Voluntary Transfer	3-4.1
PSE014	Reassignment Within Band	3-4.5
PSE015	Non-Competitive Voluntary Transfer	3-4.6
PSE021	Rehire - Category I	3-3.2
PSE022	Rehire - Category II	3-3.2
PSE023	Rehire - Category III	3-3.2
PSE024	Return from Suspension	3-3.2
PSE025	Rehire - Category IV	3-3.2
PSE026	Rehire - Category V	3-3.2
PSE027	Return from Long-term Disability Leave	3-3.2
PSE030	Educational Leave With Pay	3-12.3
PSE031	Accumulated Leave With Pay	3-12.3
*PSE032	Mobility Leave	3-12.5
PSE033	Leave Extension	3-12.4
PSE034	VSDP Disability Leave: Short-Term (No Worker's Compensation)	3-12.9
PSE035	VSDP Disability Leave: Short-Term (With Worker's Compensation)	3-12.10
PSE036	VSDP Disability Leave: Long-Term (No Worker's Compensation)	3-12.11
PSE037	VSDP Disability Leave: Long-Term (With Worker's Compensation)	3-12.12
PSE040	Classified Promotion	3-5.1
PSE043	Person Delete	3-16.2
PSE044	Employee Delete	3-16.1
PSE045	Faculty Promotion	3-5.2
PSE046	Voluntary Demotion	3-6.1
PSE047	Proficiency Demotion	3-6.1
PSE048	Disciplinary Demotion	3-6.1
PSE049	Demotion in Lieu of Layoff	3-6.1
PSE050	Faculty Demotion	3-6.2
PSE051	Recall	3-11.6
PSE052	Terminate Recall Rights	3-11.7
PSE065	Classified Compensation (Same Role and Position)	3-7.5

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*PSE080	Exceptional Promotion	3-5.3
*PSE081	Exceptional Demotion	3-6.3
PSE083	Faculty Field Change	3-11.2
PSE088	VSDP Update	3-12.8
PSE089	Employee Reestablish	3-11.11
*PSE090	Field Change: Classified/Faculty	3-11.8
PSE091	Field Change: Personal Data (P-3A)	3-11.1
*PSE098	Separated Person Delete	3-16.3
PSE099	Retracted Action	3-16.6
PSE100	Transfer Out to Agency Exempt from Personnel Act/Layoff	3-4.2
PSE101	Resign - Home Responsibilities	3-13.1
PSE102	Resign - Better Job	3-13.1
PSE103	Resign - Dissatisfied	3-13.1
PSE104	Resign - Ill Health	3-13.1
PSE105	Resign - School	3-13.1
PSE106	Resign - Leaving Area	3-13.1
PSE107	Resign - During Probation	3-13.1
PSE108	Resign - Military Service	3-13.1
PSE109	Resign - Other	3-13.1
PSE113	Separated - Completion of Limited Appointment	3-13.1
**PSE114	Transfer To Local	3-4.4
PSE115	Separated - Layoff Leave Expired	3-13.1
PSE120	Suspension - Violation of Standards of Conduct	3-12.1
PSE121	Suspension With Pay	3-12.1
PSE127	LWOP - Layoff (Temporary Work Force Reduction)	3-12.2
PSE128	LWOP - Layoff (Organizational)	3-12.2
PSE129	Separated - Layoff	3-13.1
PSE130	LWOP - Military	3-12.1
PSE131	LWOP - Ill Health	3-12.1
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PSE136	Disability Retirement	3-13.1
PSE137	Service Retirement	3-13.1
PSE138	Death	3-13.1
PSE139	Separated – Long-Term Disability	3-13.1
PSE140	Removed - Unadapted for Assigned Work	3-13.1
PSE141	Removed - Violations of Standards of Conduct	3-13.1
PSE142	Removed - Unsatisfactory Performance During Probationary Period	3-13.1
PSE143	Removed - Neglect of Duty	3-13.1
PSE145	Removed - Failure to Report After Approved Leave	3-13.1
PSE180	VSDP Long-Term Disability Leave (w/o Worker's Comp)	3-12.13
PSE181	VSDP Long-Term Disability Leave (With Worker's Comp)	3-12.14
**PSE201	Non-Routine Adjustment	3-11.5
PSE204	P-3 Reband	3-10.1
PSE205	Faculty Salary Adjustment	3-11.4
**PSE210	Health Care Professional Salary Update	3-11.12
**PSE211	Agency Non-Routine	3-11.3
PSE216	Agency Acting Pay	3-11.14
PSE217	Agency Special Rate	3-11.15
*PSE231	Retroactive Adjustment	3-11.9
PSE300	Produce P-3	3-16.5
PSE301	Original Appointment	3-3.1
PSE302	Rehire - Category I	3-3.2
PSE304	Classified Return From Leave With Pay	3-3.2
PSE304	Return From Leave/Reinstate from STD – Wrkg or LTD - Wrkg	3-3.2
PSE305	Active Employee-Current Display	3-14.1
PSE308	Display Employee Suspense Record	3-14.3
PSE309	Active Employee Transaction History Summary	3-14.2
PSE310	Display Employee Pay History	3-14.11
PSE311	Person Display-Active or Separated	3-14.4
PSE312	Separated Employee Transaction History Summary	3-14.6
PSE314	Update Leave Anniversary Date and Separation Date	3-11.10

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PSE315	Employee Leave Balance Update	3-12.6
PSE320	Employee Scroll	3-14.7
PSE321	Person Name Scroll	3-14.8
*PSE322	Suspense Scroll	3-14.9
PSE399	Employee Change to Exempt Role	3-11.17
PSI000	Rating Evaluation	3-9.1
PSI104	PM: Agency/Sub-unit MEL	3-9.3
PSI305	PM Display	3-9.4
PSI306	PM Scroll	3-9.5
PSI998	Performance Increase Distribution Calculation	3-9.8
PSI999	Agency Totals	3-9.6
PSP146	Position Role Change and Employee Change	4-6.2
PSP147	Lateral Position Role Change and Employee Change	4-6.2
PSP148	Upward Position Role Change and Employee Change	4-6.2
PSP149	Downward Position Role Change and Employee Change	4-6.2
PSP156	Temporary Position Role Change and Employee Change	4-6.4
PSP157	Temporary Lateral Position Role Change and Employee Change	4-6.4
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PSP159	Temporary Downward Position Role Change and Employee Change	4-6.4
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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-2.5	Page 1 of 6
Section: Procedural Guide	P-3/P-3A Procedure Subject: (Agencies with Terminals)	

I. FUNCTION:

This procedure lets agencies with data entry terminals enter employee transactions in the Personnel Management Information System (PMIS) and initiate employee additions and salary changes in the agency payroll. The P-3 and P-3A forms are the official forms used in this procedure.

II. DESCRIPTION:

P-3 Form

A. The P-3 form is the source document for employee transactions in PMIS. (Refer to Section 3-2.1.)

1. The approved P-3 is the permanent record of the employee transaction. It remains in the employee's personnel file in the employing agency.
2. Submission of an approved P-3 initiates a PMIS transaction to enter information for a new employee or to change information on a current employee.
3. The approved P-3 also initiates employee additions and salary changes in the agency payroll. All salary changes in the agency payroll must be entered in PMIS prior to issuance of the payroll. Failure to do so will cause the Department of Accounts, Payroll Section to withhold the employee's paycheck.

B. For every transaction completed in PMIS, the Department of Human Resource Management (DHRM) generates a completed P-3 form. This form is placed in the agency's folder in the DHRM HuRMan repository. (Refer to Section 3-2.7)

1. This P-3 verifies the employee transaction just entered. Your agency is responsible for reviewing this P-3.
2. This P-3 becomes the originating document for the next transaction. It is placed in the employee's personnel file

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for future use. The online version is available in the DHRM HuRMan repository (refer to Section 3-2.7).

P-3A Form

- A. The P-3A form is the source document for entering personal data for new employees or changing personal data for current employees. (Refer to Section 3-2.1.)
1. The P-3A form is submitted in addition to the P-3 when any personal data items appearing on the P-3A have changed. The P-3A accompanies the P-3 throughout the procedure.
 2. The P-3A is submitted alone when a P-3 transaction is not required but a personal data item changes.
 3. A copy of the P-3A is a permanent record of the personal data item change. It remains in the employee's personnel file in the employing agency.
 4. The P-3A facilitates the entry of personal data for a new employee and initiates the PMIS transaction to change personal data for a current employee.
- B. For every transaction completed in PMIS, DHRM generates a completed online P-3A form. This form is placed in the agency's folder in the DHRM HuRMan repository (Refer to Section 3-2.7)
1. This P-3A confirms the change in the data items on the P-3A. Your agency is responsible for reviewing the emailed P-3A for accuracy.
 2. This P-3A becomes the originating document for the next change in a personal data item. It is placed in the employee's personnel file for future use. The online version is available in the DHRM HuRMan repository.

III. PROCEDURE:

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Section: Procedural Guide	P-3/P-3A Procedure Subject: (Agencies with Terminals)	

A. Preparation of the P-3 and P-3A

1. For an original appointment, use the blank P-3/P-3A forms at the P-3/P-3A website (<https://web1.dhrm.state.va.us/p3>).
 - Once you're on the website, select *Help* (book with question mark in upper right-hand corner of screen). A list of choices will appear on the left side of the screen.
 - Select *How To (FAQ)*. A list of choices will appear.
 - Select *Get a blank P3*.
 - Print and fill in the form.
2. For a current employee change, obtain the most recent online P-3 from your agency's folder on the DHRM HuRMan website. Search for specific P-3/P-3A form(s) by:
 - Date
 - SSN
 - Last Name
 - ID number (PMIS will assign an ID number to each new P-3/P-3A).

Check the box labeled "Current P3/P3A" if you want only the most recent P3/P3A for an employee. Leave this box unchecked if you want all P3/P3A forms on file for an employee.

4. Obtain approval for transaction as required by State and agency policy.
5. File copies of the approved P-3 and the P-3A in the employee's personnel file.

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Section: Procedural Guide	P-3/P-3A Procedure Subject: (Agencies with Terminals)	

B. Processing of the P-3 and P-3A

1. All routine employee transactions

- a) Your agency's personnel transaction data entry section should complete the online P-3/P-3A.
- b) Send a copy of the P-3 to your agency payroll section. Enter change on the agency payroll. DO NOT submit a copy with payroll to the Department of Accounts, Payroll Section.
- c) Verify the accuracy of the P-3 and/or P-3A in your agency's folder in the DHRM HuRMan repository.
- d) Place a copy of P-3 and/or P-3A in the employee's personnel file for future use.

2. Exceptional salary transactions

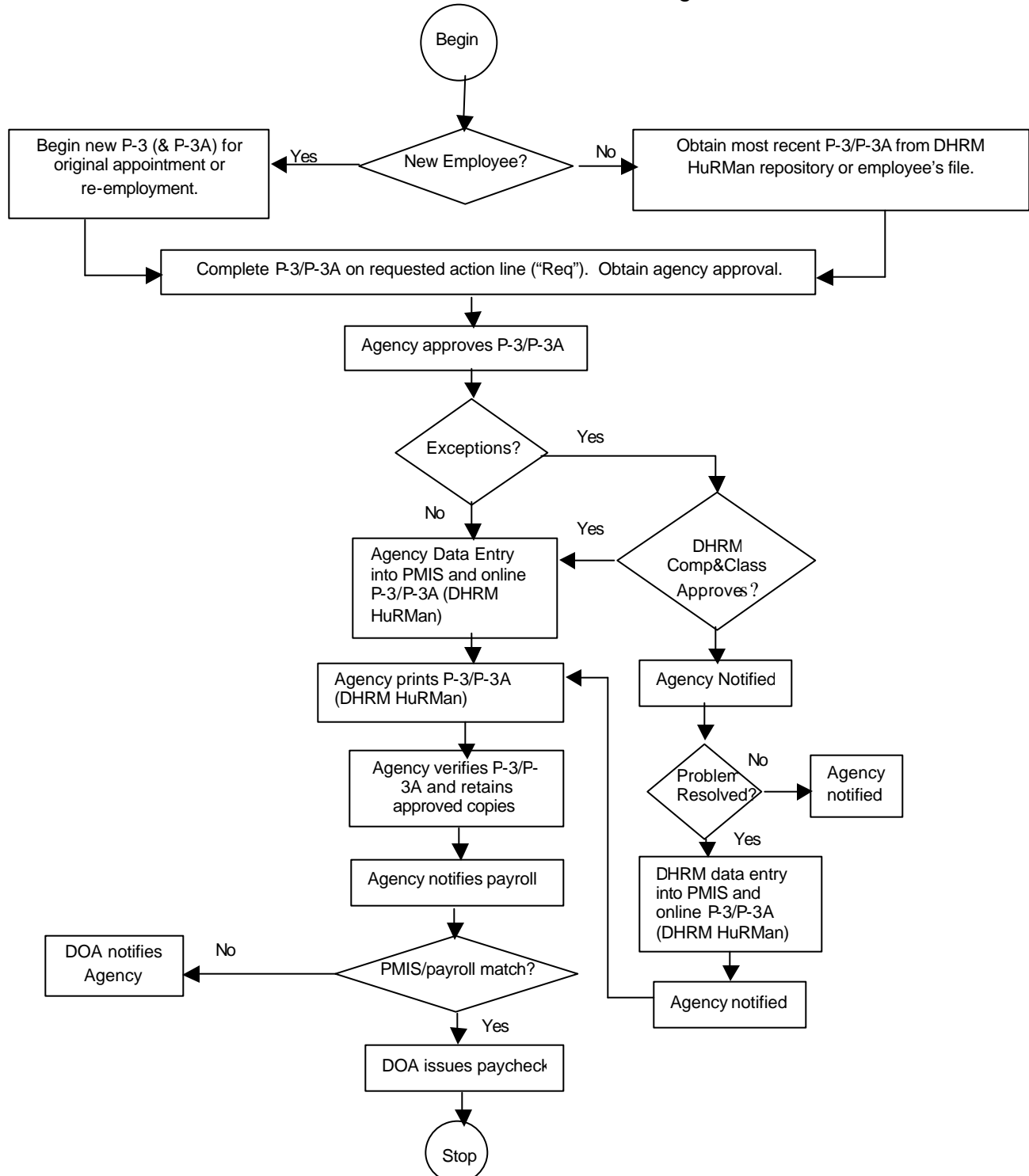
- a) Send a letter requesting the exceptional salary action to the Office of Compensation and Classification at DHRM. The letter must include background and support information.
- b) If the exceptional salary action is approved, DHRM will enter the approved change.
 - (1) DHRM will return the approved request letter to the agency. The online P-3 will be placed in the agency's folder in the HuRMan repository.
 - (2) Your agency will prepare the payroll with the employee's changed salary and forward the payroll.
 - (3) If you do not receive the approved request letter and find the completed P-3 in your agency's HuRMan folder by the payroll closeout date, check the employee's PMIS

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Section: Procedural Guide	P-3/P-3A Procedure Subject: (Agencies with Terminals)	

record (PSE305 or PSE310) for the approved change.

- (a) If the salary adjustment has been entered in PMIS, the salary adjustment may be entered on the payroll.
 - (b) If the salary adjustment has not been entered in PMIS, the salary adjustment may not be entered on the payroll.
- c) If the exceptional salary adjustment is disapproved, DHRM will return the request letter to the agency.
 - (1) Remove the copy of the P-3 from the employee's personnel file.

FLOW CHART OF THE P-3/P-3A PROCEDURE: For Agencies with Terminals



PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-2.6	Page 1 of 6
Section: Procedural Guide	P-3/P-3A Procedure Subject: (Agencies Without Terminals)	

I. FUNCTION:

This procedure lets agencies without data entry terminals initiate employee transactions in the Personnel Management Information System (PMIS) and employee additions and salary changes in the agency payroll. The P-3 and P-3A forms are the official forms used in this procedure.

II. DESCRIPTION:

P-3 Form

A. The P-3 form is the source document for employee transactions in Personnel Management Information System PMIS. (Refer to Section 3-2.1.)

1. The approved P-3 is the permanent record of the employee transaction. It remains in the employee's personnel file in the employing agency.
2. Submission of an approved P-3 initiates a PMIS transaction to enter information for a new employee or to change information on a current employee.
3. The approved P-3 also initiates employee additions and salary changes in the agency payroll. All salary changes in the agency payroll must be entered in PMIS prior to issuance of the payroll. Failure to do so will cause the Department of Accounts, Payroll Section to withhold the employee's paycheck.

B. For every transaction completed in PMIS, the Department of Human Resource Management (DHRM) generates a completed P-3 form. This form is placed in the agency's folder in the DHRM HuRMan repository. (Refer to Section 3-2.7)

1. This P-3 verifies the employee transaction just entered. The responsible Human Resources (HR) agency is responsible for reviewing this P-3 for accuracy.

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Section: Procedural Guide	P-3/P-3A Procedure Subject: (Agencies Without Terminals)	

2. This P-3 becomes the originating document for the next transaction. It is placed in the employee's personnel file for future use. A copy is placed in the agency's folder in the DHRM HuRMan repository (refer to Section 3-2.7).

P-3A Form

- A. The P-3A form is the source document for entering personal data for new employees or changing personal data for current employees. (Refer to Section 3-2.1.)
 1. The P-3A form is submitted in addition to the P-3 when any personal data items appearing on the P-3A have changed. The P-3A accompanies the P-3 throughout the procedure.
 2. The P-3A is submitted alone when a P-3 transaction is not required but a personal data item changes.
 3. The original P-3A is a permanent record of the personal data item change. It remains in the employee's personnel file in the employing agency.
 4. The P-3A facilitates the entry of personal data for a new employee and initiates the PMIS transaction to change personal data for a current employee.
- B. For every transaction completed in PMIS, DHRM generates a completed online P-3A form. This form is placed in the agency's folder in the DHRM HuRMan repository (Refer to Section 3-2.7).
 1. This P-3A confirms the change in the data items on the P-3A. Your responsible HR agency is responsible for reviewing this online P-3A for accuracy.
 2. The P-3A becomes the originating document for the next change in a personal data item. It is placed in the employee's personnel file for future use. The online version is available in the DHRM HuRMan repository.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-2.6	Page 3 of 6
Section: Procedural Guide	P-3/P-3A Procedure Subject: (Agencies Without Terminals)	

III. PROCEDURE:

A. Preparation of the P-3 and P-3A

1. For an original appointment or when the appropriate P-3/P-3A is not available, use blank P-3/P-3A forms.
2. For a current employee change, obtain the most recent P-3 from the employee's personnel file. When appropriate, also obtain the most recent P-3A from the employee's file.
3. Complete the P-3 by typing or writing the changes in the appropriate blocks. When appropriate, complete a P-3A form in the same manner.
4. Obtain approval for transaction as required by State and agency policy. Both forms must be signed.
5. File originals of the approved P-3 and P-3A in the employee's personnel file. These pages are the only ones that become part of the employee's official personnel file.

B. Processing of the P-3 and P-3A

1. Original appointments, rehires, routine salary transactions
 - a) Send a copy of the approved P-3 to your agency payroll section. When appropriate, a copy of the P-3A accompanies the P-3 throughout the procedure.
 - b) Enter the employee changes on the agency payroll.
 - c) Forward the payroll listing with copies of each P-3 and P-3A to the Payroll Section, Department of Accounts. The Department of Accounts will forward your personnel documents to DHRM.

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d) After DHRM enters the transaction, an online copy of the P-3/P-3A will be placed in your agency's folder in the DHRM HuRMan repository.

e) Your responsible HR agency should verify the accuracy of the online P-3 and/or P-3A.

f) Place the P-3 and/or P-3A in the employee's personnel file for future use.

2. Exceptional salary transactions

a) Prepare letter requesting exceptional action. Include background and supporting information for requested change.

b) Send a copy of the P-3 to the agency's payroll section. (The P-3 should reflect the desired change.) When appropriate, a copy of the P-3A accompanies the P-3 throughout this procedure.

c) Enter the requested change on the agency payroll.

d) Attach a note to the copy of the P-3 identifying this transaction as an exceptional action.

e) Send request letter and the copy of the P-3 with the payroll to the Department of Accounts, Payroll Section.

f) If the exceptional action is approved, DHRM enters the transaction in PMIS.

(1) DHRM returns the approved request letter to the agency and places a completed copy in the agency's folder in the DHRM HuRMan repository.

(2) The agency places the approved request letter in the employee's personnel file. This

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-2.6	Page 5 of 6
Section: Procedural Guide	P-3/P-3A Procedure Subject: (Agencies Without Terminals)	

letter and the P-3 become permanent parts of the employee's personnel file.

- (3) The responsible HR agency reviews the online P-3 and P-3A for accuracy and places them in the employee's personnel file for future use.

- g) If the exceptional action is not approved, the request letter and copy of the P-3 are returned to the agency.

- (1) DHRM informs the Department of Accounts, Payroll Section that the employee's salary change has not been approved.

- (2) The agency follows established payroll procedures to initiate correct payment of employee.

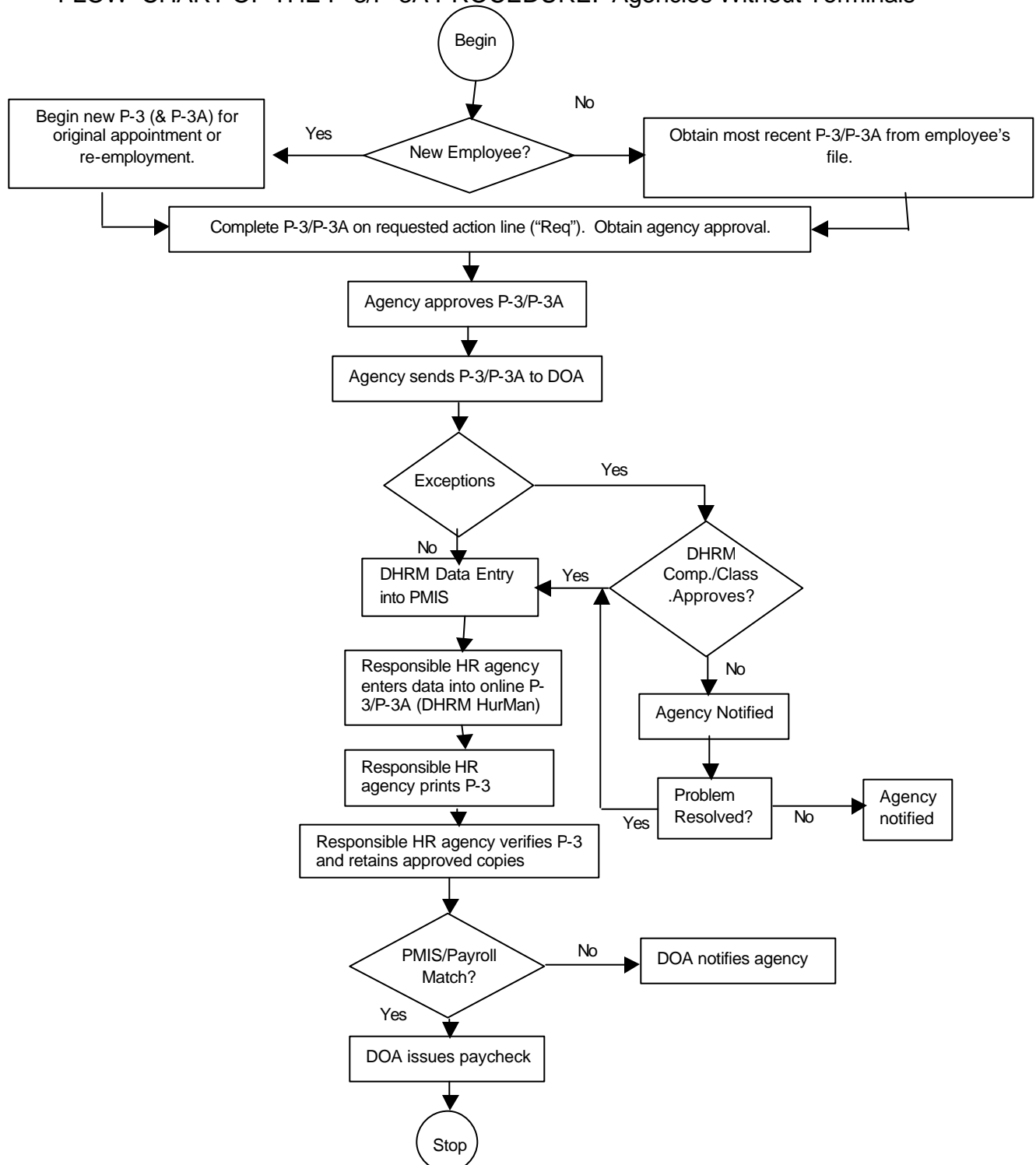
- (3) The agency removes of the P-3 from the employee's personnel file.

- (4) The employee's next personnel action must be typed on a blank P-3 since the previous P3 cannot be used again.

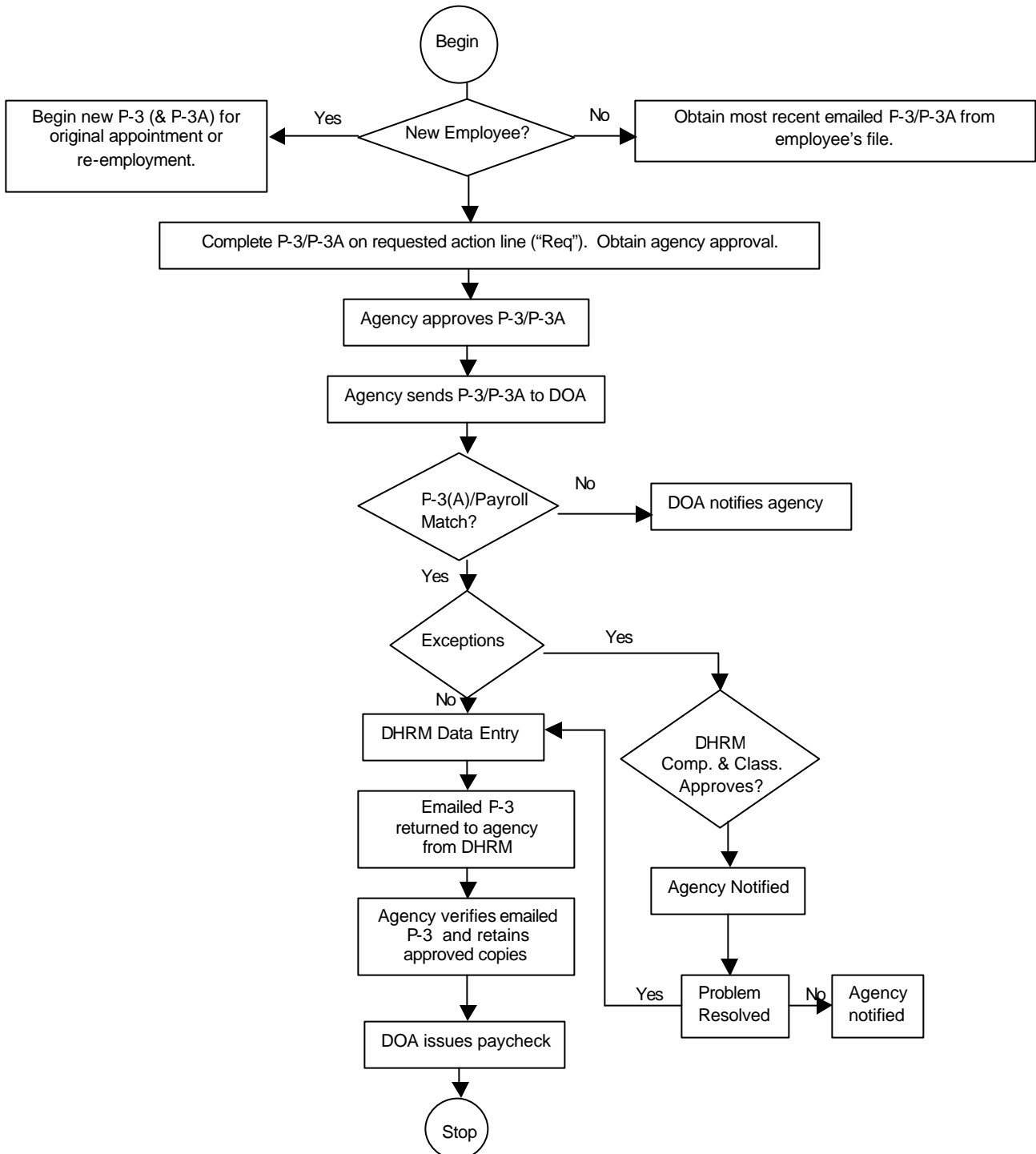
3. Personnel transactions not affecting salary

- a) Send a copy of the P-3 or P-3A directly to DHRM.
- b) The responsible HR agency should verify the accuracy of the P-3 or P-3A placed in the agency's folder in the DHRM HuRMan repository after the transaction has been entered.
- c) Place the P-3 or P-3A in the employee's personnel file for future use.

FLOW CHART OF THE P-3/P-3A PROCEDURE: Agencies Without Terminals



FLOW CHART OF THE P-3/P-3A PROCEDURE: For Agencies Without Terminals



Chapter: EMPLOYEE TRANSACTIONS	Number: 3-2.7	Page 1 of 2
Section: Procedural Guide	Subject: The HuRMan Repository	

I. FUNCTION/DESCRIPTION:

The Human Resource Management (HuRMan) tool is the gateway on DHRM's website to the following types of information:

- Agency personnel reports
- EEO monitoring reports
- Salary data from the private sector

II. PROCEDURE:

A. To gain access to HuRMan:

You must have a HuRMan userid and password to view the data on HuRMan. This is **not** the same as your PMIS userid and password. Your Agency's PMIS Security Officer will request your HuRMan userid and password.

B. To access Agency personnel reports:

1. Go to the DHRM website at <http://www.dhrm.state.va.us>.
2. At the top, click on the tab **Information Technology**. You will see a new page displayed.
3. At the top, click on the tab **HuRMan**. You will see a new page displayed.
4. Click on the link **Data and Report File Repository**. You will see a new page displayed.
5. Click on the link **Enter File Repository**. You will see a list of folders, labeled with agency numbers.
6. Locate the folder for your agency. Double-click on the folder. You will be prompted for your HuRMan userid and password.
7. Enter your userid and password. You will a list of reports.
8. Double-click on the desired report.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-2.7	Page 2 of 2
Section: Procedural Guide	Subject: The HuRMan Repository	

C. To access EEO monitoring reports:

1. Go to the DHRM website at <http://www.dhrm.state.va.us>.
2. At the top, click on the tab **Information Technology**. You will see a new page displayed.
3. At the top, click on the tab **Workforce Planning**. You will be prompted for your HuRMan userid and password.
4. Enter your userid and password. You will see a new page displayed.
5. Select the link for the information desired.

D. To access salary survey data from the private sector:

1. Go to the DHRM website at <http://www.dhrm.state.va.us>.
2. At the top, click on the tab **Information Technology**. You will see a new page displayed.
3. At the top, click on the tab **HuRMan**. You will see a new page displayed.
4. Click on the link **HR Analysis Tools**. You will see a new page displayed.
5. Click on the link **Salary Survey Data**. You will be prompted for your HuRMan userid and password.
6. Enter your HuRMan userid and password. You will see a new page displayed.
7. Select the options to view the desired data.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-2.9	Page 1 of 3
Section: Procedural Guide	Subject: Annual Leave Accrual Procedure	

I. FUNCTION/DESCRIPTION:

- A. This procedure helps you determine the rate at which a re-employed employee will accrue annual leave. This procedure should be used for both faculty and classified positions. When determining the leave accrual rate, you must consider all eligible service, not just last continuous service eligible service.
- B. Annual leave accrual data on the P-3 form and in PMIS includes the “next anniversary number” and the “next leave anniversary date” data fields.
- Next anniversary number – number of years of service completed.
 - Next leave anniversary date – date when annual leave accrual rate will increase.

II. PROCEDURE:

- A. Verify employee’s prior state service with:
- previous employing agency, or
 - DHRM.
- B. Determine employee’s last period of continuous service. In PMIS, this service is called prior service. Eligible types of service include the following:
- salaried full- or part-time employment;
 - faculty employment;
 - employment in exempt agency or position
- Do not include hourly employment.
- C. Adjust total prior service for leave periods as follows:
- Include periods of leave with pay in the total.
 - Deduct periods of leave without pay over 14 days from the total.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-2.9	Page 2 of 3
Section: Procedural Guide	Subject: Annual Leave Accrual Procedure	

- D. If employee is not eligible to credit prior service towards his/her annual leave accrual rate, establish **anniversary number** and **next leave anniversary date** as follows:
1. **Anniversary number** should be 00.
 2. If re-employed on 1st or 16th of month, **next leave anniversary date** is five years from the date of re-employment.
 3. If not re-employed on the 1st or 16th of month, **next leave anniversary date** is five years from the next pay day.
- E. If employee is eligible to credit prior service towards his/her annual leave accrual rate, establish **anniversary number** and **next leave anniversary date** as indicated below:

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-2.9	Page 3 of 3
Section: Procedural Guide	Subject: Annual Leave Accrual Procedure	

STEP	PROCEDURE	EXAMPLE
1	Calculate <u>total creditable prior service</u> : prior service (last period of continuous state service) - any periods of leave without pay <u>or</u> suspension for more than 14 days = total creditable prior service	36 months - 0 <hr/> = 36 months
2	Calculate <u>service credit needed to reach next annual leave accrual adjustment increment</u> : next annual leave adjustment increment - creditable prior service (from step 1) = service credit needed to reach next annual leave accrual adjustment increment	60 months (5 yrs.) - 36 months (3 yrs.) <hr/> = 24 months (2 yrs.)
3	Move the effective date of the re-employment forward by the amount of projected service credit needed to reach next annual leave accrual adjustment increment (from step 2).	Employee re-employed effective 4/1/01. Service needed to attain five years is 24 months (2 years). Projected effective date for adjustment of annual leave accrual rate: 4/1/03.
4	Next leave anniversary date = projected effective date for adjustment of annual leave accrual rate (from step 3)	4/1/03
5	Anniversary number	00

Note: PMIS will automatically calculate any future adjustments through transactions or periodic anniversary updates.

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Chapter: EMPLOYEE TRANSACTIONS

Number: 3-2.11

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Section: Procedural Guide

Subject: Layoff Transaction Guide

This chart will help you select the appropriate PMIS transaction to administer the provisions of the Layoff Policy.

IF . . .	THEN USE . . .	RESULT . . .
Employee is to be placed in temporary work force reduction status	PSE127 - Leave Without Pay/ Layoff (Temporary Work Force Reduction)	Places employee in leave status.
Provisions of Layoff Policy are applied and no placement available to employee.	PSE128 - Leave Without Pay/ Layoff (Organizational)	Places employee in leave status. Employee has Recall/Rehire rights for 12 months unless employee is rehired, recalled, or separated before the 12 months expire.
Provisions of the Layoff Policy are applied and employee accepts placement into job of same pay grade.	PSE013 - Lateral (Voluntary) Transfer	Transfers employee into different position within current or different agency. Employee has <u>no</u> Recall/Rehire rights.
Provisions of Layoff Policy are applied AND . . . o Employee is placed into a role in a lower band within the same agency or parent organization. o Employee received official notification of layoff and accepted job in role having lower band in a different agency.	PSE049 - Demotion in Lieu of Layoff	Demotes employee into role of a lower band. Employee has Recall/ Rehire rights until former role or band level is obtained again, or employee separates.
Provisions of Layoff Policy are applied and employee refuses placement into job of same pay band not requiring relocation.	PSE129 - Separated/Layoff	Separates employee from State service.
An employee is in LWOP/ Layoff (Organizational) status resulting from transaction PSE128 AND . . . o Is recalled to former role in		

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Chapter: EMPLOYEE TRANSACTIONS

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Section: Procedural Guide

Subject: Layoff Transaction Guide

IF ...	THEN USE ...	RESULT ...
<p>former agency or parent organization; i.e, same role & same agency.</p> <ul style="list-style-type: none"> o Achieves current band of former classification through employee advancement. o Is rehired into same/similar role in an agency other than the agency or parent organization in which layoff occurred; i.e, same/similar role, different agency. 	<p>PSE051 - Recall</p> <p>Appropriate employee transaction</p> <p>PSE002 - Request Employment Screen (PSE022 - Rehire: Category II)</p>	<p>Returns employee to position in former role and terminates employee's Recall/Rehire rights.</p> <p>Terminates employee's Recall/Rehire rights.</p> <p>Returns employee to State service.</p> <ul style="list-style-type: none"> o Class band is equal to current band of former role, & employee's Recall/Rehire rights are terminated.
<ul style="list-style-type: none"> o Is rehired into different role in any agency. 	<p>PSE002 - Request Employment Screen (PSE023 - Rehire: Category III)</p>	<p>Returns employee to State service.</p> <ul style="list-style-type: none"> o If role band is equal to or higher than current band of former role, employee's Recall/Rehire rights are terminated. o If role band is lower than current band of former class, the employee's Recall/Rehire rights continue.
<p>An employee is in LWOP/ Layoff (Organizational) status resulting from transaction PSE128</p> <p>AND ...</p> <ul style="list-style-type: none"> o Resigns 	<p>PSE129 - Separated/Layoff</p>	<p>Separates employee from State service. Terminates employee's</p>

IF . . .	THEN USE . . .	RESULT . . .
<ul style="list-style-type: none"> o Refuses job offer to former role not requiring relocation. o Leave period expires. 	<p>PSE129 - Separated/Layoff</p> <p>PSE115 - Separated/Layoff Leave Expired</p>	<p>Recall/Rehire rights.</p> <p>Separates employee from State service. Terminates employee's Recall/Rehire rights.</p> <p>Separates employee from State service. Terminates employee's Recall/Rehire rights.</p>
<p>Employee is in LWOP/ Layoff (Temporary Work Force Reduction) resulting from transaction PSE127</p> <p>AND . . .</p> <ul style="list-style-type: none"> o Resigns o Is rehired into same role o Is rehired into different role 	<p>PSE129 - Separated/Layoff</p> <p>PSE002 - Request Employment Screen (PSE022 - Rehire: Category II)</p> <p>PSE002 - Request Employment Screen (PSE023 - Rehire: Category III)</p>	<p>Separates employee from State service.</p> <p>Returns employee to State service.</p> <p>Returns employee to State service.</p>
<p>Employee is in separation status resulting from transaction PSE129 and returns to State service.</p>	<p>PSE002 - Request Employment Screen (PSE302 - Rehire: Category I)</p>	<p>Returns employee to State service.</p>
<p>Employee is in Demotion in Lieu of Layoff status resulting from transaction PSE049</p> <p>AND...</p> <ul style="list-style-type: none"> o Is recalled to former role into former agency or parent organization. i.e, Same role & same agency. o Achieves current band of former role through employee advancement. 	<p>PSE051 - Recall</p> <p>Appropriate employee transaction.</p>	<p>Returns employee to position in former role and terminates employee's Recall/Rehire rights.</p> <p>Terminates employee's Recall/Rehire rights.</p>

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Section: Procedural Guide

Subject: Layoff Transaction Guide

IF . . .	THEN USE . . .	RESULT . . .
<ul style="list-style-type: none">o Resigns, separates, is removed.o Refuses job offer to former role not requiring relocation.	<p>Appropriate employee transaction</p> <p>PSE052 - Terminate Recall Rights</p>	<p>Separates employee from State service and terminates employee's Recall/Rehire rights.</p> <p>Terminates employee's Recall/Rehire rights.</p>
<p>TRANSFERS TO EXEMPT AGENCIES</p> <p>Employee receives official notification of layoff and transfers to an agency exempt from the Personnel Act.</p> <p>Employee transferred to an agency exempt from the Personnel Act after official notification of layoff and 12 month recall period ends.</p>	<p>PSE100 - Transfer Out to Agency Exempt from Personnel Act/Layoff</p> <p>PSE052 - Terminate Recall Rights</p>	<p>Transfers employee out of agency covered by the provisions of the Virginia Personnel Act to an exempt agency; employee has Recall/Rehire rights for 12 months unless employee returns to classified service during that time, or separates.</p> <p>Terminates employee's Recall/Rehire rights.</p>

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-3.1	Page 1 of 3
Section: ORIGINAL APPOINTMENT, REHIRE	Subject: ORIGINAL APPOINTMENT	

I. TRANSACTION NUMBER

TRANSACTION TITLE

PSE001

Original Appointment

II. FUNCTION:

This transaction is used to create a classified or faculty employee record within the Personnel Management Information System (PMIS).

III. DESCRIPTION:

- A. This transaction is used to initially establish an employee on PMIS when an employee is hired for a full or part-time salaried position.
- B. This transaction is only for employees who do not have prior state service as a salaried full or part-time employee in a permanent or restricted position.
- C. This transaction may be used for either classified or faculty employees.
- D. When a newly appointed employee shares a position with an incumbent, up to 30 days, the P-3 form must be forwarded to the Department of Human Resource Management for data entry.
- E. This transaction must be authorized by appropriate persons in the agency.

IV. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

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Section: REHIRE ORIGINAL APPOINTMENT,	Subject: ORIGINAL APPOINTMENT	

V. PROCEDURE:

A. Enter transaction code:

PSE001,NNNNNNNNNN

N = Social Security Number

B. Transmit.

You will see the screen for PSE301, Original Appointment, with mandatory input fields designated by asterisks. Refer to Exhibit I.

- If the employee already has an employee record with a current status, an error message returns stating the person is a current employee.
- If the employee has an employee record with a separated status, the PSE302 Rehire Category I Screen returns for data entry (refer to Employee Transactions - Original Appointment, Rehire Section: 3-3.2 for instructions).

C. Enter appropriate data items. For valid code values, refer to the Code Tables (PMIS User's Manual, Volume I).

- For faculty, the system will not allow data to be entered into the Anniv-Num, Next-Ann-Date, and Prior Service fields.
- Effective 11/06/00, education code (formerly degree code) is required for all employees, not just faculty. Also effective 11/06/00, "0" (not applicable) is no longer a valid entry for education code.
- For previous salary, enter the employee's yearly salary from the previous employment. If there is no previous employment or the salary is not known, enter 0 in Previous Salary and enter the appropriate reason code in No Prev Sal Reason.

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Section: REHIRE ORIGINAL APPOINTMENT,	Subject: ORIGINAL APPOINTMENT	

(See PMIS User's Manual, Vol I, Code Tables for appropriate reason codes.)

- D. Tab cursor to end.
- E. Depress the TRANSMIT key.

The TRANSACTION COMPLETE message appears on the screen when all data items are valid and the transaction is accepted.

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Section: REHIRE
ORIGINAL APPOINTMENT,

Subject: ORIGINAL APPOINTMENT

EXHIBIT I. ORIGINAL APPOINTMENT SCREEN

```
PSE301,123456789 ORIGINAL APPOINTMENT
----- 01/03/2001 14:58:59
Agy *** Position ***** Soc-Sec-Num 123456789 Trans-Efft-Date *****
-----
Name: Last ***** First ***** MI SI Suf
Address: Line1 ***** Line2
City ***** State ** ZIP - Loc ***
Birth ***** Sex * Race * H-Cap Alien * Nationality **
Prior Service State Phone ***** VSDP Y Vet? *
-----
State Salary ***** Non-State Sal Special Rate
Previous Salary ***** Empl Percent ***** Empl Months *****
Empl Status * Empl Duration * Pay Schedule **
Anniv Num Next Ann Date Appt Exp Date
-----
Education * Degree Inst Con Expire Fac ORP Ind
Ten Con Appt Org Unit Higher Ed Fac Sal Avg
-----
No Prev Sal Reason Empl MS Stat Salary Override
Optnl
E-Mail
Ag Note
End
001139 If employee will NOT be enrolled in VSDP, Move "N" after "VSDP"
```

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-3.2	Page 2 of 6
Section: Original Appointment, Rehire	Subject Request Employment Screen	

- E. The PSE304 transaction only returns an employee to the previous agency. All of the other transactions listed above allow an employee to return to the previous or a different agency and/or role.
- F. If the employee is employed less than 100%, the PSE302 screen returns. This screen is used to employ the person in an additional position. The employee's total percent time may not exceed 100%.
- G. If the employee's record is not on the PMIS database, the computer provides a screen for a PSE302. You may proceed if applicable prior state service has been verified for the employee.
- H. When an employee who is rehired shares a position with an incumbent for up to 30 days, the P-3 form must be forwarded to the Department of Human Resource Management (DHRM) for data entry.
- I. These transactions must be authorized by appropriate persons.

IV. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

V. PROCEDURES:

- A. Verify prior applicable State service with previous agency or DHRM.
- B. Enter the Transaction Code:

PSE002,NNNNNNNNNN

N = Social Security Number

- C. Transmit.

You will see the Transaction Menu Screen (see Exhibit I) or the appropriate data entry screen.

The data entry screen for PSE021 (Rehire– Category I) is displayed in Exhibit II. For all other rehire transactions, the data entry screen will be as displayed in Exhibit III, with appropriate transaction titles and numbers.

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-3.2	Page 3 of 6
Section: Original Appointment, Rehire	Subject Request Employment Screen	

- D. Enter appropriate data items. For valid code values, refer to the Code Tables (PMIS Users Manual, Volume I).
- Effective 11/06/00, education code (formerly degree code) is required for all employees, not just faculty. Also effective 11/06/00, '0' (not applicable) is no longer a valid entry for education code.
 - For previous salary, enter the employee's yearly salary from the previous employment. If there is no previous employment or the salary is not known, enter zero.
 - For the PSE022, the PSE025, and the PSE304 (Return from Leave) transactions, you must enter data into the salary field.
 - For the PSE024 (Return from Suspension) transaction, you must enter data into the Standard Occupational Classification (SOC) field. (Enter '0' (zero), then the old class code.)
 - For the PSE027 (Return from Long-term Disability) transaction, you must enter data into the State Contr field.
 - For the PSE302 (Category I – Separation, Resignation, Removal) transaction, you must enter data into the Anniv-Num and Next-Ann-Date fields.
 - For faculty employees, if the ORP Indicator is 'N', you may enter data into the Next-Ann-Date and the Anniv-Num fields. However, if the ORP Indicator is 'Y', you may not enter data into the Anniv-Num and Next-Ann-Date fields.
 - "////s" indicate fields that contain personal employee information (i.e. address, sex, race). Do not enter data into a field designated by "////s" unless the personal employee data has changed for that field (i.e. an address change).
- E. Tab cursor to End.
- F. Transmit.

The "Transaction Complete" message displays when all data items are valid and the transaction has been accepted.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-3.2	Page 4 of 6
Section: Original Appointment, Rehire	Subject Request Employment Screen	

Additionally, the following message may display following acceptance of the PSE027 transaction, depending on the employee's Benefits Eligibility System (BES) status: Employee has no participant BES record. BES record must be created.

EXHIBIT I. Employee Rehire Transaction Menu Screen

```
PSE002      EMPLOYEE REHIRE
----- 07/07/2000 11:02:17
Agency..... 123
Position..... 00004
Soc-Sec-Num.... 123456789
Category..... *
End.....

Choose One Of The Following REHIRE Categories:

1 = Category I
2 = Category II
3 = Category III
4 = Category IV
5 = Category V
F = Faculty

000002 Screen Call-Up Complete -- Proceed
```

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-3.2	Page 5 of 6
Original Appointment, Section: Rehire	Subject Request Employment Screen	

EXHIBIT II. Rehire (Category I— Separation, Resignation, Removal) Screen

```

PSE302, 123456789  REHIRE – SEPARATED PERSON RECORD EXISTS - PROCEED
----- 02/01/2000 11:33:49
Agy      Position      Soc-Sec-Num 123456789  Trans-Efft-Date
-----
Name:    Last Yuppie      First Buffy      MI      SI      Suf
Address: Line1 /////////////////////////////////////////////////// Line2 ///////////////////////////////////////////////////
        City /////////////////////////////////////////////////// State //      ZIP // - //      Loc
Person:  Birth //      Sex/  Race /      H-Cap///      Alien/  Nationality //
        Prior-Service      State-Phone 000000000      VSDP Y  Vet?
-----
                State Salary      Non-State-Sal      Special-Rate
                Previous Salary      Empl-Percent      Empl-Months
                Empl-Status      Empl-Duration      Pay-Schedule
                Anniv-Num      Next-Ann-Date      Appt-Exp-Date
-----
        Education  Degree-Inst      Con-Expire      Fac-ORP-Ind
        Ten-Con  Appt-Org-Unit      Higher-Ed      Fac-Sal-Avg
-----
Classified Info Only:  Empl-MS-Status
-----
Optnl
E-Mail
Ag Note
End

```


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Original Appointment,
Section: Rehire

Subject Request Employment Screen

EXHIBIT III. Rehire Screen

PSE021

REHIRE- CATEGORY I

09/01/2000 14:40:21

Agency. ***
Soc-Sec-Num. 123456789
Previous Agency. 123

Position. *****
TransEff-Date. *****
Previous Position. 0004

State-Phone.

Previous Salary. *****
Employee Percent. *****
Employee Status. *
Next-Lv-Ann-Date. *
E-Mail.
Agency-Note

StateSalary. *****
Employee Months. *****
Employee Duration. *

End.

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-4.1	Page 1 of 3
Section: Transfer	Subject: Competitive Voluntary Transfer	

- I. TRANSACTION NUMBER TRANSACTION TITLE
- PSE013 Competitive Voluntary Transfer

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you change the PMIS record of a classified employee who is being transferred to another position with a recruit action against it, in the same or a different State agency.
- B. For what was formerly called a lateral transfer (that is, a transfer to a position with no change in salary and no recruit action against the position), use PSE015, Non-Competitive Voluntary Transfer.
- C. The employee's new position must have the same salary band as the previous position.
- D. The new salary may range from the band minimum to 15% above the current salary, or up to the hiring range minimum, if it is higher.
- E. The employee's new position number must be different from the previous position number.
- F. The employee's Incentive Pay Increase Date remains unchanged.
- G. For a non-competitive voluntary transfer (that is, a transfer to a position that does not have a recruit action against it, involving a salary increase), use PSE015, Non-Competitive Voluntary Transfer.
- G. This transaction must be authorized by appropriate persons in accordance with applicable policies.

III. USERS:

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-4.1	Page 2 of 3
Section: Transfer	Subject: Competitive Voluntary Transfer	

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

IV. PROCEDURE:

A. Enter transaction code:

PSE013,NNNNNNNNNN
Or PSE013,E

Where NNNNNNNNNN is the social security number
And E is the employee ID number (length varies)

B. Transmit.

You will see the Competitive Voluntary Transfer data entry screen displayed, with mandatory input fields designated by asterisks. See Exhibit I.

C. Enter appropriate data items. For valid code values, refer to the Code Tables (PMIS User's Manual, Volume I).

D. Tab cursor to End.

E. Transmit.

F. You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

EXHIBIT I. Competitive Voluntary Transfer Screen

```
PSE013                COMPETITIVE VOLUNTARY TRANSFER
----- 05/30/2001 11:20:34
Agency..... 123          Position..... 00011
Soc-Sec-Num/ID..... 987654321/135790  Trans -Eff-Date..... *****
-----
New Agency.....          New Position..... *****
Role Code..... *****  State Phone..... 8047759213
Months..... 12.00
Percent..... 100.00      Appt-Expire-Date.... 000000
Status..... F           Duration..... P
Pay Schedule..... 24      MS-Status.....
                          Comp Leave.....
State-Salary..... ***** -or- Percent Increase.... *****
Optional Data.....
Email.....
Agency Note.....
End.....
```

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-4.2	Page 1 of 4
Section: Transfer	Subject: Transfer Out to Agency Exempt from Personnel Act/Layoff	

I. <u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
PSE100	Transfer Out to Agency Exempt from Personnel Act/Layoff

II. FUNCTION/DESCRIPTION:

- A. When a classified employee receives official notification of layoff and finds a position in an exempt agency (exempt from the Virginia Personnel Act) prior to initiation of the layoff, this transaction is used to transfer the employee out of the current agency. This transaction is used whether the exempt agency is included in or excluded from PMIS.
- B. If the employee is going to an exempt agency included in PMIS, you must use a re-employment transaction (PSE302 Rehire - Category I). Further, you may need to process PSE090 (Field Change), PSE080 (Exceptional Promotion), or PSE081 (Exceptional Demotion) to correct salary and dates. If the employee is going to an exempt agency excluded from PMIS, these additional transactions are not necessary.
- C. The employee's name and pertinent information will appear on the Recall/Rehire List for 12 months unless the employee returns to a non-exempt agency (covered by the provisions of the Virginia Personnel Act).
- D. This transaction records the leave balances for which an employee is to be paid at the time of the transfer. Based on leave hours entered and appropriate policies, PMIS calculates the dollar value for each category of leave and prints them in the Agency Note section at the bottom of the P-3.
- E. This transaction must be authorized by appropriate persons in accordance with applicable policies.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-4.2	Page 2 of 4
Section: Transfer	Transfer Out to Agency Exempt from Subject: Personnel Act/Layoff	

III. USERS:

All State agencies with data entry terminals may use this trans action. The Department of Human Resource Management enters information for State agencies without data entry terminals.

IV. PROCEDURE:

A. Enter transaction code:

PSE100,NNNNNNNNNN
Or PSE100,E

Where NNNNNNNNNN = social security number
And E = employee ID number (length varies)

B. Transmit.

You will see the Transfer Out to Exempt Agency Screen displayed with mandatory input fields designated by asterisks.

C. Enter required data items.

Note: If the employee is to be paid for leave balances, enter the items as listed below. If the employee is not to be paid or does not have leave balances, enter zeroes.

1. Annual Leave - Enter the actual number of hours accumulated by the transferring employee. The hours entered cannot exceed the maximum allowed by the rules governing annual leave.
2. Compensatory Leave - Enter the actual number of hours accumulated by the transferring employee.
3. Sick Leave - Enter the actual number of hours accumulated by the

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-4.2	Page 3 of 4
Section: Transfer	Transfer Out to Agency Exempt from Subject: Personnel Act/Layoff	

transferring employee. If employee is eligible for payment according to appropriate rules, the hours and dollar value of the balance will print at the bottom of P-3. If employee is not eligible for payment, the hours will print at the bottom of P-3, but dollar value will indicate zero.

- D. Tab cursor to End.
- E. Transmit.
- F. You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

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Section: Transfer

Transfer Out to Agency Exempt from
Subject: Personnel Act/Layoff

EXHIBIT I. Transfer Out to Agency Exempt from Personnel Act/Layoff Screen

```
PSE100  TRANSFER TO AGENCY EXEMPT FROM PERSONNEL ACT/LAYOFF
----- 05/22/2001 11:01:20
Agency..... 129                Position..... 00000
Soc-Sec/ID..... 11111111/222222  Trans-Efft-Date..... 053101
-----
BES Terminate Date...          (Required For Faculty On
                               9, 10, or 11 Month Contract)
-----
Annual-Leave..... 288.00
Comp-Leave..... 000.00
Sick-Leave..... 0582.00
Agency-Note.....
End.....

000002 Screen Call-Up Complete -- Proceed
```

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-4.3	Page 1 of 4
Section: Transfer	Subject: Transfer of Employee on LWOP to Another Agency	

- | I. | <u>TRANSACTION NUMBER</u> | <u>TRANSACTION TITLE</u> |
|----|---------------------------|---|
| | PSE004 | Transfer of Employee on LWOP
to Another Agency |

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you transfer a classified or faculty employee to another agency while that employee is on Leave Without Pay (LWOP) from the current agency.
- B. This transaction invokes the PSE303 (Transfer of Employee On LWOP to Another Agency) transaction.
- C. Separate position numbers and records are maintained for the employee by each agency.
- D. The employee remains on LWOP at the agency from which the employee is transferring.

III. USERS:

This transaction is restricted to the Department of Human Resource Management.

IV. PROCEDURE:

- A. Enter the transaction code:

PSE004,NNNNNNNNNN

Where NNNNNNNNNN is the social security number

- B. Transmit.

You will see the Transfer of Employee on LWOP to Another Agency screen displayed, with mandatory input fields designated by asterisks. See Exhibit I.

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-4.3	Page 2 of 4
Section: Transfer	Subject: Transfer of Employee on LWOP to Another Agency	

Enter appropriate data items. For valid code values, refer to the Code Tables (PMIS User's Manual, Volume I). The following data item is new.

- Role

- Tab cursor to END.
- Transmit.
- You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

EXHIBIT I. Transfer of Employee on LWOP to Another Agency

```

PSE303      TRANSFER OF EMPLOYEE ON LWOP TO ANOTHER AGENCY
----- 07/06/2000 12:58:03
Agy      Position      Soc-Sec-Num 123456789      Trans-Efft-Date
-----
Name:      Last YUPPIE      First BUFFY      MI      SI      Suf
Address: Line1 /////////////////////////////////////////////////// Line2 ///////////////////////////////////////////////////
City /////////////////////////////////////////////////// State // ZIP // - // Loc
Personl: Birth // Sex / Race / H-Cap // Alien / Nationality //
Prior-Service /// State-Phone 0000000000 VSDP Y Vet? /
-----
Employee   State-Sal      Non-State-Sal      Special-Rate
Info:      Role      Empl-Percent      Empl-Months
Empl-Status      Empl-Duration      Pay-Schedule 00
Anniv-Num //      Next-Ann-Date // Appt-Exp-Date
-----
Faculty   Degree      Degree-Inst      Con-Expire      Fac-GRP-Ind
Info Only: Ten-Con      Appt-Org-Unit      Higher-Ed      Fac-Sal-Avg
-----
Classified Info Only: Empl-MS-Status      Salary Override
-----
Optnl
Ag Note
End
001139 If employee will NOT be enrolled in VSDP, Move "N" after "VSDP"

```

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Chapter: EMPLOYEE TRANSACTIONS

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Section: Transfer

Transfer of Employee on LWOP
Subject: to Another Agency

Note: If you enter only the transaction code – without the social security number – and then transmit, you will proceed as follows:

A. You will see the Employee Rehire screen, with mandatory input fields designated by asterisks. See below.

```
PSE002      EMPLOYEE REHIRE
----- 07/13/2000 13:12:17
Agency..... 123
Position..... 00095
Soc-Sec-Num.... 098765432
Category..... *
End.....
Choose One Of The Following REHIRE Categories:
1 = Category I
2 = Category II
3 = Category III
4 = Category IV
5 = Category V
F = Faculty
000002 Screen Call-Up Complete -- Proceed
```

Enter appropriate data items. Enter "1" for Category.

B. You will get the Rehire – Category 1 screen. See below.

```
PSE021      REHIRE - CATEGORY I
----- 07/13/2000 13:17:56
Agency..... ***      Position..... *****
Soc-Sec-Num.... 098765432  Trans-Efft-Date..... *****
Previous Agency... 123    Previous Position... 00095
-----
State-Phone.....
-----
Role Code..... *****  State-Salary..... *****
Employee Percent... *****  Employee Months..... *****
Employee Status... *      Employee Duration.... *
Next-Lv-Ann-Date...
Agency-Note.....
-----
End.....
```

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-4.3	Page 4 of 4
Section: Transfer	Subject: Transfer of Employee on LWOP to Another Agency	

Enter appropriate data items. The following data item is new. For valid code values, refer to the Code Tables (PMIS User's Manual, Volume II).

- *Role*

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Chapter: EMPLOYEE TRANSACTIONS

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Page 1 of 2

Section: Transfer

Subject: Transfer to Local

I. TRANSACTION NUMBER

PSE114

TRANSACTION TITLE

Transfer To Local

II. FUNCTION/DESCRIPTION:

This transaction lets you transfer a state employee from a classified or faculty position to a position within a "Locally Funded" agency (which is not in PMIS).

III. USERS:

The transaction is restricted to the University of Virginia and to the Department of Human Resource Management.

IV. PROCEDURE:

A. Enter Transaction Code:

PSE114,NNNNNNNNNN
Or PSE114,E

Where NNNNNNNNNN = social security number
And E = employee ID number (length varies)

B. Transmit.

C. You will see the Tran-Loc screen displayed with mandatory input fields designated by asterisks. Refer to Exhibit I.

D. Enter appropriate data items.

E. Tab cursor to END.

F. Transmit.

You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

EXHIBIT I. Tran-Loc Screen

PSE114	TRAN-LOC
----- 06/05/2001 11:58:48	
Agency..... 129	Position..... 11111
Soc-Sec/ID..... 11111111/222222	Trans-Efft-Date.... 060501

BES Terminate Date...	Required For Faculty On 9, 10, or 11 Mo. Contract. Also Used for WTA Displays.

AnnualLeave..... 100.00	
Comp-Leave..... 000.00	
Sick-Leave..... 0100.00	
Agency-Note..... TRANSFER TO LOCAL *****	

End.....	
W A R N I N G	
This Is Not an IP/WTa Transaction. Use this transaction for normal separation without the benefits of IP or WTA. If you need to process an IP/WTa action, please enter "PSEWTA" at the Home position and transmit. From the MENU select the desired option and transmit.	
000002 Screen Call-Up Complete - Proceed	

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-4.5	Page 1 of 3
Section: Transfer	Subject: Reassignment Within Band	

I. <u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
PSE014	Reassignment Within Band

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you change the PMIS record of a classified employee who is:
- reassigned to another position in the same pay band and
 - *not* receiving a pay increase.
- B. This transaction is used to support agency staffing or operational needs. It is used when an employee is placed in another position within the same band as the result of application of the Layoff Policy.
- C. The employee's new position must have the same salary band as the previous position.
- D. The salary remains the same (unless the pay area changes).
- E. The employee's new position number must be different from the previous position number.
- F. The employee's Incentive Pay Increase Date remains unchanged.
- G. This transaction must be authorized by appropriate persons in accordance with applicable policies.

III. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

IV. PROCEDURE:

- A. Enter transaction code:

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-4.5	Page 2 of 3
Section: Transfer	Subject: Reassignment Within Band	

PSE014,NNNNNNNNNN

OR PSE014,E

And Where NNNNNNNNNN is the social security number
E is the employee ID number (length varies)

B. Transmit.

You will see the Reassignment data entry screen displayed, with mandatory input fields designated by asterisks.

Enter appropriate data items. For valid code values, refer to the Code Tables (PMIS User's Manual, Volume I).

D. Tab cursor to End.

E. Transmit.

F. You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted. See Exhibit I. Note that the hiring range minimum will display on the final screen, but not the initial data entry screen.

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-4.5	Page 3 of 3
Section: Transfer	Subject: Reassignment Within Band	

EXHIBIT I. Reassignment Screen

```
PSE014                                REASSIGNMENT
----- 05/22/2001 11:20:34
Agency..... 123                      Position..... 00011
Soc-Sec-Num/ID..... 987654321/246801    Trans-Efft-Date.... 02/22/01
-----
New Agency.....123                     New Position..... 00002
State Phone..... 8047759213
Months..... 12.00                       Appt-Expire-Date... 000000
Percent..... ..100.00                   Appt-Expire-Date... P
Status..... F                           Duration..... P
Pay Schedule..... 24                    MS-Status.....
Hiring Range Min... 020455              Hiring Range Max...041980
State-Salary.....031000.00      -or-   Percent Increase....
Optional Data.....
Email.....
Agency Note..... Reassignment
                        From Agy 123 Pos 00011 Role 79033 Sal $37,045.00
End.....

000001 >>>>>>>>>>Transaction Complete<<<<<<<<<<<<<<<<<
```

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-4.6	Page 1 of 3
Section: Transfer	Subject: Non-Competitive Voluntary Transfer	

- | I. | <u>TRANSACTION NUMBER</u> | <u>TRANSACTION TITLE</u> |
|----|---------------------------|------------------------------------|
| | PSE015 | Non-Competitive Voluntary Transfer |

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you change the PMIS record of a classified employee who is being transferred to another position that does *not* have a recruit action against it, in the same or a different State agency.
- B. For what was formerly called a lateral transfer (that is, a transfer to a position with no change in salary and no recruit action against the position), use this transaction, PSE015.
- C. The employee's new position must have the same salary band as the previous position.
- D. The employee's new position must not have a recruit action against it.
- E. The new salary may range from the band minimum to 10% above the current salary.
- F. The employee's new position number must be different from the previous position number.
- G. The employee's Incentive Pay Increase Date remains unchanged.
- H. For a competitive voluntary transfer (that is, a transfer to a position with a recruit action against it), use PSE013, Competitive Voluntary Transfer.
- I. This transaction must be authorized by appropriate persons in accordance with applicable policies.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-4.6	Page 2 of 3
Section: Transfer	Subject: Non-Competitive Voluntary Transfer	

III. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

IV. PROCEDURE:

A. Enter transaction code:

PSE015,NNNNNNNNNN
Or PSE015,E

Where NNNNNNNNNN is the social security number
And E is the employee ID number (length varies)

B. Transmit.

You will see the Non-Competitive Voluntary Transfer data entry screen displayed, with mandatory input fields designated by asterisks. See Exhibit I.

C. Enter appropriate data items. For valid code values, refer to the Code Tables (PMIS User's Manual, Volume I).

D. Tab cursor to End.

E. Transmit.

F. You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

EXHIBIT I. Non-Competitive Voluntary Transfer Screen

```
PSE015          NON-COMPETITIVE VOLUNTARY TRANSFER
----- 05/22/2001 11:20:34
Agency..... 123          Position..... 00011
Soc-Sec-Num/ID..... 987654321/975082  Trans -Efft-Date..... *****
-----
New Agency.....          New Position..... *****
Role Code..... *****  State Phone..... 8047759213
Months..... 12.00
Percent..... 100.00      Appt-Expire-Date.... 000000
Status..... F           Duration..... P
Pay Schedule..... 24     MS-Status.....
                        Comp Leave.....
State-Salary..... ***** -or- Percent Increase.... *****
Optional Data.....
Email.....
Agency Note.....
End.....
```

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-5.1	Page 1 of 4
Section: Promotion	Subject: Classified Promotion	

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
	PSE040	Classified Promotion

II. FUNCTION/DESCRIPTION:

- A. This transaction changes the PMIS record of an employee who is being promoted from one classified position to another classified position within the same or another state agency. This transaction cannot be used for promotions involving trainee, teacher, faculty, or unbanded classifications.
- B. The employee must move from a banded classified position to another classified position having a higher salary band.
- C. In accordance with the Promotion Policy, the new salary is negotiable from the minimum of the new pay band (or alternate band) to 15% above the current salary, or up to the hiring range minimum, if it is higher. Salary may not be below the minimum of the new pay band (or alternate band).
- D. Exceptions to promotion policies may occur where the salary is higher than 15% and higher than the hiring range minimum. These exceptions may be granted by the agency with documentation of the basis for the exception provided to DHRM.
- E. Any special rate or non-State salary which the employee previously received is eliminated. A PSE211 AGENCY NON-ROUTINE transaction must be used to enter these items if appropriate in the new position.
- F. P-3 forms must be forwarded to the Department of Human Resource Management for data entry when the transaction described below must be processed. Agencies should follow PMIS routing procedures for the P-3.
 - If the promotion involves movement to or from a teacher or unbanded role, submit a P-3 for the PSE080 EXCEPTIONAL PROMOTION transaction.

- G. This transaction must be authorized by appropriate persons in accordance with Promotion Policy.

IV. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for those agencies without data entry terminals.

V. PROCEDURE:

- A. Enter transaction code:

PSE040,NNNNNNNNN
Or PSE040,E

Where NNNNNNNNN is the social security number
And E is the employee ID number (length varies)

- B. Transmit.

You will see the Classified Promotion Screen displayed, with mandatory input fields designated by asterisks.

- C. Enter appropriate data items. For valid code values, refer to the Code Tables (PMIS User's Manual, Volume I).

- D. Tab cursor to End.

- E. Transmit.

1. If percent increase is entered, PMIS calculates the correct salary and asks you to transmit again if the salary is acceptable. If the increase exceeds 15%, PMIS will display a message notifying you and ask you to transmit again if this is acceptable. If an exception to promotion policy occurs (as described in paragraph II.D above), PMIS will display a warning message.

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-5.1	Page 3 of 4
Section: Promotion	Subject: Classified Promotion	

2. If a special rate or non-State salary is applicable to new position, a PSE211 AGENCY NON-ROUTINE transaction must be used.
- F. You will see the final Classified Promotion screen, with the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted. (See Exhibit I.) Note that the hiring range is only displayed on the final screen, not the initial data entry screen.

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-5.1	Page 4 of 4
Section: Promotion	Subject: Classified Promotion	

EXHIBIT I. Final Classified Promotion Screen

```
PSE040          CLASSIFIED PROMOTION
----- 02/22/2001 11:30:07
Agency..... 123                      Position..... 00011
Soc-Sec-Num/ID..... 987654321/123456      Trans-Efft-Date..... *****
-----
New Agency..... 123                    New Position..... 02431
State Phone..... 8047759213
Months..... 12.00                     Appt-Expire-Date.... 000000
Percent..... 100.00                   Appt-Expire-Date.... P
Status..... F                         Duration.....
Pay Schedule..... 24                  MS-Status.....
Hiring Range Min...030000             Hiring Range Max. . 054842
State-Salary.....029494.00    -or-   Percent Increase....
Optional Data.....
Email.....
Agency Note..... Classified Promotion
                        From Agy 123 Pos 00020 Role 19013 Sal $24,995.00
End.....

0000001 >>>>>>>>>>>>TRANSACTION COMPLETE<<<<<<<<<<<<<
```


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Section: Promotion

Subject: Promotion - Faculty

I. TRANSACTION NUMBER

PSE045

TRANSACTION TITLE

Faculty Promotion

II. FUNCTION/DESCRIPTION:

- A. This transaction changes the PMIS record of a faculty employee who is being promoted within the same or to another state agency.
- B. This transaction is only for faculty employees.
- C. The employee's role code must change in this transaction.
- D. The appropriate salary, with any applicable non-state or special rates, must be keyed in manually.
- E. This transaction must be authorized by appropriate persons in accordance with agency policy.

III. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

IV. PROCEDURE:

- A. Enter Transaction code:

PSEO45,NNNNNNNNNN
Or PSE045, E

Where NNNNNNNNNN = social security number
And E = employee ID number (length varies)

- B. Transmit.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-5.2	Page 2 of 3
Section: Promotion	Subject: Promotion - Faculty	

You will see the Faculty Promotion Screen displayed, with mandatory input fields designated by asterisks. Refer to Exhibit I.

- C. Enter appropriate data items. For valid code values, refer to the Code Tables (PMIS User's Manual, Volume I).
1. If you change the ORP Indicator to 'Y', you must enter Prior and Current Service data, in months, as of the Transaction Effective Date.
 2. If the ORP Indicator is already 'Y' and you wish to change data in either the Prior or Current Service field, you must enter data into both the Prior and Current Service fields.

NOTE: When the ORP Indicator is 'N', you cannot enter data into the Prior Service field. Further, the ORP Total Service field will not be displayed.

NOTE: If the ORP Indicator is 'Y', you cannot enter data into the Anniv-Num, Next-Ann-Date, or ORP Total Service fields.

- D. Tab cursor to End.
- E. Transmit.

The TRANSACTION COMPLETE message appears on the screen when all data items are valid and the transaction is accepted.

EXHIBIT I. Faculty Promotion Screen

```

PSE045                                FACULTY PROMOTION
----- 05/20/2001 11:05:27
Agency..... 123                      Position..... 00042
Soc-Sec-Num..... 228366109/131249      Trans-Efft-Date.... *****
-----
New-Agency..... 123                      New-Position..... 00042
Class-Code..... 61284                    State-Phone..... 7574915142
Employee-Months.... 12.00                 Pos Separate Date.. 000000
Employee-Percent....100.00                 Appt-Expire-Date... 000000
Employee-Status..... F                     Employee-Duration.. P
Pay-Schedule..... 24                      Appt-Org-Unit..... 000000
State-Salary..... 043198.00                 Tenure-Contract.... 0
Non-State-Salary..... 000000.00             Contract-Expire.... 00
Special-Rate..... 000000.00                 Fac-Sal-Avg.....
Opt Retirement Ind.. N                     ORP Prior/Curr Serv - Mn.

Optional Data.....

Agency-Note.....

End.....
    
```

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-5.3	Page 1 of 3
Section: Promotion	Subject: Exceptional Promotion	

I. <u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
PSE080	Exceptional Promotion

II. FUNCTION/DESCRIPTION:

- A. When a classified employee is promoted within the same or another state agency and the promotion cannot be handled using the promotion transaction, this transaction changes the employee's record on the PMIS data base.
- B. When one of the following conditions applies, you must forward a P-3 form requesting a PSE080 Exceptional Promotion transaction to the Department of Human Resource Management (DHRM) for data entry.
 - 1. When the promotion involves movement to or from a faculty, unbanded, or trainee classification (other than trainee advancement).
 - 2. When the requested action is not within the salary provisions of the Promotion Policy.
- C. Along with the request for a PSE080 Exceptional Promotion transaction, your agency must also submit appropriate information supporting the request for review and authorization the Compensation Management section of DHRM.

III. USERS:

The use of this transaction is restricted to the Department of Human Resource Management.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-5.3	Page 2 of 3
Section: Promotion	Subject: Exceptional Promotion	

IV. PROCEDURE:

A. Enter Transaction Code:

PSE080,SSN
Or PSE080, EID

where SSN = Social Security Number
and EID = employee ID number (length varies)

B. Transmit.

C. You will see the Exceptional Promotion screen displayed, with mandatory input fields designated by asterisks. Refer to Exhibit I.

D. Enter appropriate data items. For valid code values, refer to the Code Tables (PMIS User's Manual, Volume I).

E. Tab cursor to End.

F. Transmit.

You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-5.3	Page 3 of 3
Section: Promotion	Subject: Exceptional Promotion	

EXHIBIT I. Exceptional Promotion Screen

```

PSE080                EXCEPTIONAL PROMOTION
----- 05/23/2001 11:06:33
Agency..... 129                Position..... 11111
Soc-Sec-Number/ID..... 11111111/222222    Trans-Efft-Date..... 052301
-----
State-Salary..... 045,650.00  Next-Lv-Ann-Date.... 120101  Last-Anniv-Num.. 20
Non-State-Sal.. 000,000.00  Leave-Efft-Date..... 000000  Leave-Code..... 0
Special-Rate... 000,000.00  Leave-Retrn-Date. ....000000  IPP Probation...
Percent-Time.. 100.00%      IPP Elig Date..... ....120195  PType..... T
Months..... 12.00          Regr-Efft-Date..... ...000000  Regrade-Type....
Status..... F              Sal-Review-Date.... ...000000  Regrade-Steps...
Duration..... P            Appt-Expire-Date... ....000000  Regr-Disapprov..
Pay-Schedule.. 24          Reallocation-Due... ....000000  Regr-Percent....
MS-Status.....             Probation-Expire... ....000000  Pos-Fill-Rsn.... 3
New-Soc-Sec...111111111    Last-Sal-Change.... ...011695  Prev-Agency..... 129
Role-Code.... .22222       Reinstat-Date..... ....000000  Prev-Positn.... 00000
New-Agency.... 129         Position-Begin..... 011695  Salary-Ovrride..
New-Position...11111       Position-Separate... 000000  Percnt-Ovrride..
State-Begin..... 120171    State-Separate..... ....000000  Role-Beg-Date.. 011695

Agency-Note... Exceptional Promotion*****
End...

000002 Screen Call-Up Complete -- Proceed
  
```

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

I. TRANSACTION NUMBER

TRANSACTION TITLE

PSE046

Voluntary Demotion

PSE047

Performance Demotion

PSE048

Disciplinary Demotion

PSE049

Demotion in Lieu of Layoff

II. FUNCTION:

This transaction changes the PMIS record of an employee who is being demoted from one classified position to another classified position within the same or another state agency. These transactions cannot be used for demotions involving employees in teacher, unbanded, or faculty roles.

III. DESCRIPTION:

- A. The employee must move from one classified position to another classified position having a lower salary band.
- B. The PSE049 DEMOTION IN LIEU OF LAYOFF transaction demotes personnel with their present employing agency, its parent agency, or to a different agency.
 - 1. The agency which the employee is entering processes the transaction.
 - 2. The employee's name and appropriate information will appear on the next Recall/Rehire List.
- C. Any special rate or non-State salary which the employee previously received is eliminated. A PSE211 AGENCY NON-ROUTINE is used to enter these items, if appropriate in the new position.
- D. P-3 forms are forwarded to the Department of Human Resource Management for data entry when the transaction described below must be processed:

If the demotion involves movement to or from a teacher or unbanded role, submit a PSE081 EXCEPTIONAL DEMOTION transaction for voluntary, disciplinary and proficiency demotions.

- E. These transactions must be authorized by appropriate persons in accordance with the Demotion Policy.

IV. USERS:

All State agencies with data entry terminals may use these transactions. The Department of Human Resource Management enters information for State agencies without data entry terminals.

V. PROCEDURE:

- A. Enter appropriate transaction code, followed by the social security number or employee ID number:

VOLUNTARY DEMOTION..... PSE046
PERFORMANCE DEMOTION PSE047
DISCIPLINE DEMOTION PSE048
DEMOTION IN LIEU OF LAYOFF..... PSE049

- B. Transmit.

You will see the appropriate data entry screen displayed, with mandatory input fields designated by asterisks. See Exhibit I.

- C. Enter required data items. For valid code values, refer to the Code Tables (PMIS User's Manual, Volume I).

1.Salary must be entered manually in the following transactions:

- | | | |
|----|--------|--|
| a. | PSE046 | VOLUNTARY DEMOTION |
| b. | PSE047 | PERFORMANCE DEMOTION |
| c. | PSE049 | DEMOTION IN LIEU OF LAYOFF
(inter-agency) |

2.Salary will be determined by PMIS in accordance with the Demotion Policy in the following transactions.

- | | | |
|----|--------|--|
| a. | PSE048 | DISCIPLINARY DEMOTION |
| b. | PSE049 | DEMOTION IN LIEU OF LAYOFF
(intra-agency) |

D. Tab cursor to End.

E. Transmit.

A PSE211 AGENCY NON-ROUTINE transaction must be used after this transaction is completed to enter any special rate or non-State salary. PSE211 is sent to the Department of Human Resource Management.

F. You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

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Number: 3-6.1

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Section: Demotion

Subject: Classified Demotion

EXHIBIT I

PSE046

VOLUNTARY DEMOTION

----- 06/01/2001 01/09/00

Agency..... 123

Position..... 00039

Soc-Sec-Num/ID..... 123456789/123456

Trans-Efft-Date..... *****

New Agency..... ***

New Position..... *****

Role Code..... *****

State Phone..... *****

Months..... 12.00

Percent..... 100.00

Appt-Expire-Date.... 000000

Status..... ..F

Duration..... ..P

Pay Schedule..... 88

MS-Status.....

State Salary..... *****

Comp Leave..... 000.00

Optional Data.....

E-Mail.....

Agency Note.....

End..... *

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS

Number: 3-6.2

Page 1 of 3

Section: Demotion

Subject: Faculty Demotion

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
	PSE050	Faculty Demotion

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you change the PMIS record for a faculty employee who is being demoted within the same or to another state agency.
- B. The employee's role code must change in this transaction.
- C. The appropriate salary, with any applicable non-state or special rates, must be entered manually.
- D. This transaction must be authorized by appropriate persons in accordance with agency policy.

III. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

IV. PROCEDURE:

- A. Enter Transaction code:

PSEO50,NNNNNNNNNN
or PSE050,E

Where NNNNNNNNNN = social security number
And E = employee ID number (length varies)

- B. Transmit.

You will see the Faculty Demotion Screen displayed with mandatory input fields designated by asterisks. Refer to Exhibit I.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-6.2	Page 2 of 3
Section: Demotion	Subject: Faculty Demotion	

- C. Enter appropriate data items. For valid code values, refer to the Code Tables (PMIS User's Manual, Volume I).

1. If the ORP Indicator is changed to 'Y', you must enter Prior and Current Service data, in months, as of the Transaction Effective Date.
2. If the ORP Indicator is already 'Y', and you wish to change data in either the Prior or Current Service field, you must enter data into both the Prior and Current Service fields.

NOTE: When the ORP Indicator is 'N', you will not see the ORP Total Service field and you cannot enter data into the Prior Service field.

NOTE: If the ORP Indicator is 'Y', you cannot enter data into the Anniv-Num, Next-Ann-Date, or ORP Total Service fields.

- D. Tab cursor to End.
- E. Transmit.

You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

EXHIBIT I. Faculty Demotion Screen

```
PSE050          FACULTY DEMOTION
----- 05/20/2001 11:06:14
Agency..... 123          Position..... 00042
Soc-Sec-Num..... 228366109/279846  Trans-Efft-Date.... *****
-----
New-Agency..... 123          New-Position..... 00042
Class-Code..... 61284        State-Phone..... 7574915142
Employee-Months... 12.00      Pos Separate Date.. 000000
Employee-Percent... 100.00     Appt-Expire-Date.... 000000
Employee-Status.... F         Employee-Duration.. P
Pay-Schedule..... 24          Appt-Org-Unit..... 000000
State-Salary..... 043198.00    Tenure-Contract..... 0
Non-State-Salary..... 000000.00 Contract-Expire..... 00
Special-Rate..... 000000.00    Fac-Sal-Avg.....
Opt Retirement Ind.... N       ORP Prior/Curr Serv  -   Mn.

Optional Data.....

Agency-Note.....

End.....

000002 Screen Call-Up Complete – Proceed
```

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-6.3	Page 1 of 3
Section: Demotion	Subject: Exceptional Demotion	

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
	PSE081	Exceptional Demotion

II. FUNCTION/DESCRIPTION:

- A. When a classified employee is demoted within the same or another state agency and the demotion cannot be handled using the demotion transactions, this transaction effects appropriate changes in the employee's record on the PMIS data base.
- B. When one of the following conditions is present, you must forward a P-3 form requesting a PSE081 Exceptional Demotion transaction to the Department of Human Resource Management (DHRM) for data entry.
 - 1. When the demotion involves movement to or from a faculty, unbanded, or trainee classification.
 - 2. When the requested action is not within the salary provisions of the Demotion Policy.
- C. This transaction is only used for classified employees.
- D. Along with the request for a PSE081 Exceptional Demotion transaction, your agency must submit appropriate information supporting the request for review and authorization by the Compensation Management section of DHRM.

III. USERS:

The use of this transaction is restricted to the Department of Human Resource Management.

IV. PROCEDURE:

- A. Enter transaction code:

PSE081,SSN
Or PSE081,EID (length varies)

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-6.3	Page 2 of 3
Section: Demotion	Subject: Exceptional Demotion	

where SSN = Social Security Number
and EID = employee ID number

- B. Transmit.
- C. You will see the Exceptional Demotion screen displayed, with mandatory input fields designated by asterisks. Refer to Exhibit I.
- D. Enter appropriate data items. For valid code values, refer to the Code Tables (PMIS User's Manual, Volume I).
- E. Tab cursor to End.
- F. Transmit.

You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-6.3	Page 3 of 3
Section: Demotion	Subject: Exceptional Demotion	

EXHIBIT I. Exceptional Demotion Screen

```

PSE081                EXCEPTIONAL DEMOTION
----- 05/23/2001 11:07:48
Agency..... 129                Position..... 11111
Soc-Sec-Number/ID..... 11111111/222222    Trans-Efft-Date..... 052301
-----
State-Salary..... 045,650.00    Next-Lv-Ann-Date... 120102    Last-Anniv-Num.. 20
Non-State-Sal... 000,000.00    Leave-Efft-Date... 000000    Leave-Code..... .0
Special-Rate.... 000,000.00    Leave-Retrn-Date... 000000    IPP Probation...
Percent-Time... 100.00%        IPP Elig Date..... 120195    Pl-Type..... ...T
Months..... 12.00            Regr-Efft-Date.... 000000    Regrade-Type....
Status..... F                Sal-Review-Date... 000000    Regrade-Steps...
Duration..... P                Appt-Expire-Date... 000000    Regr-Disapprov..
Pay-Schedule.. 24            Reallocation-Due... 000000    Regr-Percent....
MS-Status.....                Probation-Expire... 000000    Pos-Fill-Rsn..... .3
New-Soc-Sec.... 223725497    Last-Sal-Change.... 011695    Prev-Agency..... .129
Role-Code..... 71132        Reinstat-Date..... 000000    Prev-Positn..... .00000
New-Agency.... 129            Position-Begin.... 011695    Salary-Ovrride..
New-Position... 11111        Position-Separate.. 000000    Percnt-Ovrride..
State-Begin.... 120172        State-Separate..... 000000    Role-Beg-Date.. .011695

Agency-Note... Exceptional Demotion*****
*****
End...

000002 Screen Call-Up Complete -- Proceed

```

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-7.5	Page 1 of 11
Section: Classified Pay Adjustment	Subject: Classified Compensation (Same Role/Position)	

I. <u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
PSE065	Classified Compensation – Same Role and Position

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you adjust classified compensation for an employee whose role and position number ***do not*** change, as follows:
- Increase or decrease pay
 - Increase or decrease leave hours
 - Authorize monetary bonus
- B. This transaction lets you adjust an employee's ***salary*** as follows:
- within the pay band
 - upward or downward
 - by a maximum of 10%
- C. This transaction also handles ***monetary incentives and bonuses*** as follows:
- In-band bonus
 - Sign-on bonus
 - Retention bonus
 - Project-based incentive
 - Referral bonus
 - Recognition bonus
 - Suggestion bonus
- D. This transaction also handles ***non-monetary incentives and bonuses*** as follows:
- Additional leave
 - Advanced leave
- E. For a temporary pay adjustment that places the salary in a higher pay band, use PSP156 (Temporary Position Role Change and Employee Change).

- F. For a disciplinary or performance-related action that places the salary in a lower pay band, use PSE048 (Disciplinary Demotion) or PSE047 (Proficiency Demotion). These transactions place the employee in a different position and lower pay band.
- G. This transaction does not change the role. To change the role and adjust the employee's salary, use PSP146 (Position Role Change and Employee Change) or PSP156 (Temporary Position Role Change and Employee Change).

III. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for those agencies without data entry terminals.

IV. PROCEDURE:

- A. Enter transaction code:

PSE065,NNNNNNNNNN
Or PSE065,E

Where NNNNNNNNNN is the social security number
And E is the employee ID number (length varies)

- B. Transmit.

You will see the initial Classified Compensation screen displayed, with mandatory input fields designated by asterisks. (See Exhibit I.)

- C. Enter required data. For valid code values, refer to the Code Tables (PMIS User's Manual, Volume I).

- Reason: Enter code corresponding to the reason for the adjustment. Reasons and codes are listed on the data entry screen. Reason codes beginning with the number "5" adjust upward (increase salary/hours) and establish authorization. Reason codes beginning with the number "6" adjust

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-7.5	Page 3 of 11
Section: Classified Pay Adjustment	Subject: Classified Compensation (Same Role/Position)	

downward (decrease salary/hours) and undo previous PSE065 transactions submitted incorrectly. (Note: There is one exception to this "5/6" rule. Use 604 to decrease pay as part of a disciplinary action and use **504** to undo a disciplinary action entered incorrectly.)

- If the reason code is preceded by a single asterisk (*), you will need to enter the referred employee's social security number in addition to the reason code.
- If the reason code is preceded by a double asterisk (**), you will need to enter the project code in addition to the reason code.
- **Competitive pay** is used whenever the employee has another offer, in writing. The new salary can be as high as is necessary to match the other offer.

Retention pay and bonuses are used whenever the agency has done a salary survey, realized the employee is underpaid compared to the private salary and wants to give a bonus and or salary increase *before* the employee starts looking for another job.

Retention salary increase (reason code 506, under "In-Band Salary Adjustments") can be up to 10% above the current salary. This salary increase is included in the 10% fiscal year cap.

Retention in-band bonus (reason code 533, under "In-Band Bonuses") can be up to 10% above the current salary. This in-band bonus is included in the 10% fiscal year cap.

Retention bonus (reason codes 556 and 557) can be up to \$10,000. This bonus is not included in the 10% FY cap. There are **two** reason codes associated with this bonus: 556 to authorize the bonus and 557 to pay it.

D. Transmit.

You will see a second Classified Compensation data entry screen. See Exhibits II, III and IV. (Note that this *second* data

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-7.5	Page 4 of 11
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entry screen will vary, depending on the reason code entered in the *first* data entry screen.)

To help you avoid entering invalid numbers, the second screen will show the following, if applicable:

- For bonuses:
 - Authorized dollars or hours
 - Dollars or hours paid out to date
 - Remaining dollars or hours to be paid out (difference between authorized and paid out to date)
 - Bonuses of the same type already authorized for the employee
 - List of authorized projects
- For salary adjustments:
 - Percent year-to-date
 - Percent changes

E. Enter required data. For valid code values, refer to the Code Tables (PMIS User's Manual, Volume 1).

- Effective date: Enter the appropriate effective date. Make sure the effective date for payouts is equal to or later than the effective date for the authorization. Otherwise, you will get an error message saying the authorization does not exist.

Note that you should enter a dollar figure (salary or one-time amt) or percentage – not both.

Note that the total in-band adjustments for an employee cannot exceed 10% of base pay for the fiscal year.

- Salary: Enter the employee's total new salary, with the adjustment included. The salary must be within the current salary band. (For salaries outside the current salary band, see section II, paragraphs E, F and G.)

For example, Jackie Doe's current salary is \$20,000. You want to decrease her salary by 10% (\$2,000). This will decrease her salary from \$20,000 to \$18,000. Enter 18000 in the salary field.

- % (Salary): Enter the adjustment as a percentage of the employee's current salary. (PMIS will calculate the salary and ask you to transmit again if the calculated salary is acceptable.) For disciplinary or performance-related salary actions, enter a minimum of 5%. The salary must remain within the current salary band. (For percentages that will place the salary outside the current salary band, see section II, paragraphs E, F and G.)

Using the example above, Jackie Doe's current salary is \$20,000. You want to decrease her salary by 10% (\$2,000). Enter 10.00 in the percentage (%) field.

The data entry screen will display the current salary in the Salary field. If you plan to enter a Salary %, do not delete the number in the salary field. (Otherwise, you will get an error and will need to restart the transaction.) Simply enter the appropriate number in the Salary % field.

- Bonus: Enter the one-time payment.

For example, Jane Doe's current salary is \$20,000. You want to give her a one-time bonus of 5% of her salary, or \$1,000. Enter 1000 in the One-Time Amt field.

- %(Bonus): Enter the one-time payment as a percentage of the employee's salary.

Using the example above, Jane Doe's current salary is \$20,000. You want to give her a bonus of 5% of her current salary. Enter 05.00 in the % field.

- If you complete this transaction and then realize you entered an incorrect dollar amount or percentage, you may use this transaction again to “back out” or “cancel out” the original transaction. Simply execute this transaction again, using the corresponding **opposite** reason code and the appropriate dollar amount to return the salary to its original amount.

For example: You want to give John Doe a one-time recognition award of \$500. You enter a PSE065 transaction, using a reason code of 541. But you mistakenly enter \$400, instead of \$500. To cancel out this incorrect transaction, enter another PSE065 transaction using a reason code of 641. Since you are canceling out the previous transaction, enter \$400 (not \$500). **Now** you are ready to generate this transaction with the correct amount. **Now** enter a PSE065 transaction, using a reason code of 541 and amount of \$500.

- Be careful when canceling out a PSE065 transaction that used a percentage, instead of a dollar amount. You cannot simply use that percentage when entering the PSE065 transaction that will cancel out the original one. Instead you should simply enter the original salary in the salary field. (Also, note that the percentages in the “Percent Changes” column will not be the same for the “done/undone” transactions.)

For example: Jack Smith’s current salary is \$20,000. You want to increase his salary by 5% (\$1,000). You enter a PSE065 transaction, using a reason code of 505. But you mistakenly enter 10% in the Salary % field, instead of 5%. This increases his salary to \$22,000. (10% of 20,000 is \$2,000.) To cancel out this incorrect transaction, enter another PSE065 transaction, using a reason code of 605. But if you enter 10% in the Salary % field, PMIS will decrease the salary by 10% of \$22,000 (\$2,200), not 10% of \$20,000 (\$2,000). You should simply enter \$20,000 in the salary field. **Now** you are ready to generate this transaction with the correct percentage. **Now** enter a PSE065 transaction, using a reason code of 505 and Salary % of 10.

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- D. Tab cursor to End.
- E. Transmit.

You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

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Section: Classified Pay Adjustment

Subject: Classified Compensation (Same Role/Position)

EXHIBIT I. Initial Classified Compensation Data Entry Screen

```
PSE065,123456789    CLASSIFIED COMPENSATION - SAME ROLE AND POSITION
----- 01/09/2001 12:26:13

          Agency 123          Dept of Military Affairs
          Position 00024
ID 123456 Soc-Sec 123456789 Munster, Marilyn
          Role 79033          Trades Technician III
          Trans Eff Date *****
          Reason Code
          ** Project
* Referred Empl SSN
          Xmit

In-Band Salary Adjustments 541/641 Recognitn Money
502/602 Change of Duties 542/642 Recognitn Non-My
505/605 Know/Skills/Ability 543/643 Recognitn Leave
506/606 Retention 548/648 Suggestn Money
503/603 Internal Alignment 549/649 Suggestn Leave
          501/601 Temporary Pay
          In-Band Bonuses 507/607 Competitive Pay
531/631 Change of Duties 504/604 Disciplinary Act
532/632 Know/Skills/Ability 546/646 Service Award
533/633 Retention
534/634 Internal Alignment
000002 Screen Call-Up Complete - - Proceed

          556/656 Retentn Bonus Auth
          557/657 Retentn Bonus Pay
          558/658 Retentn Add Leave
          559/659 Retentn Adv Leave
          560/660 Sign-On Bonus Auth
          561/661 Sign-On Bonus Pay
          562/662 Sign-On Add Leave
          563/663 Sign-On Adv Leave
          * 550/650 Referral Auth
          * 551/651 Referral Payment
          ** 554/654 Project Auth
          ** 555/655 Project Payment
```


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EXHIBIT II. Second Classified Compensation Data Entry Screen
(Bonus Authorization)

PSE065,232323232 CLASSIFIED COMPENSATION - SAME ROLE AND POSITION
----- 01/22/2001 15:44:53

	Agency	777	Dept of Juvenile Justice
	Position	BA015	
ID 234567	Soc-Sec	232323232	BRADY, PETER
	Role	19012	Admnstrtve Prgm Spcialst II
	Reason	550	Referral Bonus Authorization
	Efft Date	011001	
	Referral	121212121	BROOKS, PATRICE

What date is the employee eligible for a referral bonus? 011001
What is the total referral bonus to be paid for this employee? 00300
By what date will this referral bonus be completely paid? 010202
Until what date must the referred employee work? 010202

Xmit

```
000001 >>>>>>>>>>>>>>>>>>>>> Transaction Complete <<<<<<<<<<<<<<<
```

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Chapter: EMPLOYEE TRANSACTIONS

Number: 3-7.5

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Section: Classified Pay Adjustment

Subject: Classified Compensation (Same Role/Position)

Exhibit III. Second Classified Compensation Data Entry Screen (Pay Adjustment)

```
PSE065,123456789    CLASSIFIED COMPENSATION - SAME ROLE AND POSITION
----- 01/09/2001 12:26:13
Agency 123          Dept of Military Affairs          Percent Changes
Position 00024                                     01/05/2001 3.95%
SSN 123456789      Munster, Marilyn                    01/07/2001 5.00%
Role 79033          Trades Technician III
Effrt Date *****
Reason 501          Temporary Salary Pay
Salary 026722.00    -or- 00.00 %

Agency Note
Classified In-Band Pay Adjustment          $0.00

End

                                Pct YTD Total          8.95

SW/D Min 20455
SW/D Max 41980
Months 12.00
Percent 100.00
Band 3
Salary 26722.00
000002 Screen Call-Up Complete - - Proceed
```

In Exhibit III, notice the Percent Changes on the far right and the Pct YTD Total near the bottom.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-7.5	Page 11 of 11
Section: Classified Pay Adjustment	Subject: Classified Compensation (Same Role/Position)	

EXHIBIT IV. Second Classified Compensation Data Entry Screen (Bonus Payback)

```

PSE065,230083528  CLASSIFIED COMPENSATION - SAME ROLE AND POSITION
----- 01/23/2001 12:59:01
Agency  777          Dept of Juvenile Justice  YTD Referral Totals
Position BA015                               01/15/2001  100.00
SSN      121212121  PLEASANT, DAVID           01/16/2001  200.00
Role     19012     Admnstrtve Prgrm Spcialst II 01/19/2001  -100.00
Effrt Date 011901
Reason    651      Referral Bonus Pay Back

Pay Back Amt  000100.00

Agency Note
651 Referral Pay Back 121212121 / 777 -100.00
Total Paid $200.00      Total Authorized $300.00
End                               Ref Authorized Amt $300.00
                               Ref Auth Ann Leave  0.00
                               Ref Auth Adv Leave  0.00
SW/D Min  17116      Employee Ref Total $200.00
SW/D Max  35127      Empl YTD Ref Total $200.00
Months    12.00      Difference $100.00
Percent   100.00     Referral Beg Date 01/10/2001
Band      2          Referral End 01/02/2002
Salary    22643.00   Referral Paid By 01/02/2002
  
```

In Exhibit IV above, notice the YTD Referral Totals on the far right.

PMIS USER'S MANUAL

Chapter: Performance Mgt. Transactions	Number: 3-9.1	Page 1 of 4
Section: Performance Management	Subject: Rating Evaluation	

I. TRANSACTION NUMBER TRANSACTION TITLE

PSI000

Rating Evaluation

II. FUNCTION/DESCRIPTION:

This transaction lets you enter or update a Performance Management rating evaluation for an employee.

III. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

IV. PROCEDURE:

A. Enter transaction code:

PSI000, NNNNNNNNNN

NNNNNNNNNN = social security number

Or

PSI000, E

E = employee ID number (length varies)

B. Transmit.

The Evaluation Entry screen returns with mandatory input fields designated by asterisks. See Exhibit I. (If a rating other than "L" has been entered for this employee previously, the title will read "Evaluation Update".)

C. Enter appropriate data items.

Chapter: Performance Mgt. Transactions	Number: 3-9.1	Page 2 of 4
Section: Performance Management	Subject: Rating Evaluation	

- Valid rating codes include the following:
 - X: Extraordinary Contributor
 - C: Contributor
 - B: Below Contributor
 - L: Leave (Not Rated)
- If an employee goes on leave before an evaluation is conducted, you *may* enter "L" in the rating field. (This is optional).
- Ratings may be corrected by overriding the previous entry, with the following exception:
 - "L" may be overridden with "X", "C", or "B", but once you enter a rating ("X", "C" or "B") and the transaction is accepted, you cannot change the rating to "L".
- Agy (in Supervisor Agy-Pos and Reviewer Agy-Pos) *may* be pre-filled. If so, you may key over the displayed agency number with a different agency number, as required. If not, enter correct agency. In either case, **verify the agency number** before entering the transaction.
- Pos (in Supervisor Agy-Pos and Reviewer Agy-Pos) *may* be pre-filled. If so, you may key over the displayed position number with a different position number, as required. If not, enter correct position. In either case, **verify the position number** before entering the transaction.
- **Non-PMIS Supervisors and/or Reviewers:**
 - **Enter 000 for the agency (in Supervisor Agy-Pos and Reviewer Agy-Pos).**
 - **Enter spaces or your internal position number for position number (in Supervisor Agy-Pos and Reviewer Agy-Pos).**

PMIS USER'S MANUAL

Chapter: Performance Mgt. Transactions	Number: 3-9.1	Page 3 of 4
Section: Performance Management	Subject: Rating Evaluation	

D. Tab cursor to end.

E. Transmit.

You will see Transaction Complete displayed when all data items are valid and the transaction is accepted.

Chapter: Performance Mgt. Transactions	Number: 3-9.1	Page 4 of 4
Section: Performance Management	Subject: Rating Evaluation	

EXHIBIT I. Evaluation Entry (Update) Screen

PSI000,044337777	EVALUATION UPDATE
-----	323 PER129PDB 08/08/2001 15:29:30
Soc-Sec: 044-33-7777	Name: MORRIS, JAMIE N
Agency: 720 - MHMR	Sub-Unit: 12-13

	Rating: *
	Supervisor Agy-Pos: 009 - 12345
	Reviewer Agy-Pos: 230 - 67890
	End:
	Valid Rating Codes: X = Extra Contributor
	C = Contributor
	B = Below Contributor
	L = Leave (Not Rated)
000002 Screen Call-Up Complete -- Proceed	

PMIS USER'S MANUAL

Chapter: Performance Mgt. Transactions	Number: 3-9.3	Page 1 of 2
Section: Performance Management	Subject: PM: Agency/Sub-unit MEL	

I. TRANSACTION NUMBER

PSI104

TRANSACTION TITLE

PM: Agency/Sub-unit MEL

II. FUNCTION/DESCRIPTION:

- A. This Performance Management (PM) transaction lets you enter or update an agency's (or agency sub-unit's) Maximum Employment Level (MEL).
- B. Use of this transaction is optional.

III. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

IV. PROCEDURE:

- A. Enter transaction code:

PSI104

- B. Transmit.

The PM Agency/Sub-unit MEL screen returns with mandatory input fields designated by asterisks. See Exhibit I.

- C. Enter appropriate data items.

- If you need to update a sub-unit's MEL, you must update the agency MEL first. Further, you must update the agency and sub-unit MELs in two separate PSI104 transactions.

- D. Tab cursor to end.

- E. Transmit.

PMIS USER'S MANUAL

Chapter: Performance Mgt. Transactions	Number: 3-9.3	Page 2 of 2
Section: Performance Management	Subject: PM: Agency/Sub-unit MEL	

You will see Transaction Complete displayed when all data items are valid and the transaction is accepted.

EXHIBIT I. Update Agency/Sub-unit MEL

```
PSI104
----- 340 PER129PDB 08/27/2001 13:45:27

UPDATE AGENCY / SUB-UNIT MEL

AGENCY  Agency: 777
        MEL: 04321
        Xmit:

SUB-UNIT Agency:
        Sub-Unit:
        MEL:
        Xmit:
```

Chapter: Performance Mgt. Transactions	Number: 3-9.4	Page 1 of 4
Section: Performance Management	Subject: PM Employee Display	

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
----	---------------------------	--------------------------

PSI305

PM Employee Display

II. FUNCTION/DESCRIPTION:

1. This transaction lets you display an employee's performance management (PM) record, including the following:

- rating entered
- salary after PM increase, when applicable
 - Note that this transaction no longer calculates the salary increase when the rating is entered. Salary increase data will be available following the performance increase distribution calculation.
- Also, note that the supervisor/reviewer name will not display if the corresponding agency and/or position number is not valid on PMIS. You may verify position numbers with PSI306 (PM Scroll) or PM9495 (PM Load Listing).

III. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

IV. PROCEDURE:

A. Enter transaction code:

PSI305, NNNNNNNNNN

NNNNNNNN = social security number

OR

Chapter: Performance Mgt. Transactions	Number: 3-9.4	Page 2 of 4
Section: Performance Management	Subject: PM Employee Display	

PSI000, E

E = employee ID number (length varies)

OR

PSI305,Last Name,First Name

Note: You can list all of the PM employee records for an agency or sub-unit. Or you can list all agency or sub-unit PM employee records meeting a certain condition (for example, records for all employees with a particular rating). Simply enter PSI305, transmit and continue with Steps B-E.

B. Transmit.

The Performance Management (PM) Display screen returns. See Exhibit I for the display of an individual PM employee record. See Exhibit II for the screen to request a list of PM employee records meeting a certain condition.

C. Enter appropriate data items.

D. Tab cursor to end.

E. Transmit.

You will see Transaction Complete displayed when all data items are valid and the transaction is accepted.

PMIS USER'S MANUAL

Chapter: Performance Mgt. Transactions	Number: 3-9.4	Page 3 of 4
Section: Performance Management	Subject: PM Employee Display	

EXHIBIT I. PM Employee Display

QSI305,552555555		PM EMPLOYEE DISPLAY	
-----		320 PER129PDB	08/27/2001 15:11:17
SSN: 552-55-5555	Name: JONES, JOY		
Role: 19056	Abbrev: General Admnstrtn Manager IV		
Supervisor: 720 - 00950	Name: PRIVATE, JANE		
Reviewer: 720 - 00011	Name: KINZIE, KLI		
Agency: 720 - MHMR	Positn: 00003	Percent: 100.00	
Pay Band: 07	Sub-Unit:	Months: 12.00	
Employee Type:	Band Max: No	Rating: B Below Contributor	

Salary: 87,008.00	Special Rate:	0.00	Totals: 87,008.00

```
Established Date: 08/01/01
Last Trans Code: QSI000
Last Trans Date/Time: 08/03/01 13:01:14
Last Operator/Pid: BATCH    132
```

```
000001 >>>>>>>>>>>>>>>>> Transaction Complete <<<<<<<<<<<<<<<<<
```

EXHIBIT II. PM Employee Display (To Request Scroll)

PSI305

----- 321 PER129PDB 08/22/2001 13:49:21

PERFORMANCE MANAGEMENT DISPLAY Agency & Sub-Unit Scroll

Agency Number:

Sub-Unit: (Leave Blank For Agency Scroll)

Option:

Xmit:

Options

Blank ----- List All Employees

N ----- List Only Those Employees Not Rated

R ----- List Only Those Employees Rated

X,C,B ----- List Only Employees With Selected Rating

L ----- List Only Employees With 'L' Rating

000002 Screen Call-Up Complete -- Proceed

PMIS USER'S MANUAL

Chapter: Performance Mgt. Transactions	Number: 3-9.5	Page 1 of 4
Section: Performance Management	Subject: Performance Management (PM) Scroll	

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
----	---------------------------	--------------------------

PSI306

PM Scroll

II. FUNCTION/DESCRIPTION:

This transaction lets you display a list of performance management (PM) employee records, by name, along with their rating evaluations.

III. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management (DHRM) enters information for State agencies without data entry terminals. An agency can only view its own PM employee records. DHRM can view PM employee records in all agencies.

IV. PROCEDURE:

A. Enter transaction code:

PSI306, AAA

Where AAA is the agency code

OR

PSI306, AAA,XXXXX

Where AAA is the agency code, XXXXX is the sub-unit code

Note: You can list all of the PM employee records for an agency or sub-unit. Or you can list all agency or sub-unit PM employee records meeting a certain condition (for example, records for all employees with a particular rating). Simply enter PSI306 and transmit.

PMIS USER'S MANUAL

Chapter: Performance Mgt. Transactions	Number: 3-9.5	Page 2 of 4
Section: Performance Management	Subject: Performance Management (PM) Scroll	

B. Transmit.

You will see the PM Scroll displayed. See Exhibit I for a list of all PM employee records in an agency. See Exhibit II for the screen to request a list of PM employee records meeting a certain condition.

PMIS USER'S MANUAL

Chapter: Performance Mgt. Transactions	Number: 3-9.5	Page 3 of 4
Section: Performance Management	Subject: Performance Management (PM) Scroll	

EXHIBIT I. PM Scroll

[illegible]

Chapter: Performance Mgt. Transactions

Number: 3-9.5

Page 4 of 4

Section: Performance Management

Subject: Performance Management (PM) Scroll

EXHIBIT II. PM Display (To Request Scroll)

PSI306

----- 321 PER129PDB 08/22/2001 13:49:21

PERFORMANCE MANAGEMENT DISPLAY Agency & Sub-Unit Scroll

Agency Number:

Sub-Unit: (Leave Blank For Agency Scroll)

Option:

Xmit:

Options

Blank ----- List All Employees

N ----- List Only Those Employees Not Rated

R ----- List Only Those Employees Rated

X,C,B ----- List Only Employees With Selected Rating

L ----- List Only Employees With 'L' Rating

000002 Screen Call-Up Complete -- Proceed

PMIS USER'S MANUAL

Chapter: Performance Mgt. Transactions	Number: 3-9.6	Page 1 of 2
Section: Performance Management	Subject: PM Agency Totals	

[illegible]

PSI999

PM Agency Totals

II. FUNCTION/DESCRIPTION:

1. This transaction displays your agency's total Performance Management (PM) cost for Salary Increases and Bonuses, when applicable. It also displays the Head Count and FTE (full-time equivalent) totals for rated employees.
2. Note that performance increase data will be available following the performance increase distribution calculation.

III. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

IV. PROCEDURE:

- A. Enter transaction code:

PSI999, AAA

OR

PSI999, AAA, XXXXX

where AAA is the agency code and XXXXX is the sub-unit code

- B. Transmit.

You will see the PM Agency Totals screen displayed.

See Exhibit 1.

PMIS USER'S MANUAL

Chapter: Performance Mgt. Transactions	Number: 3-9.6	Page 2 of 2
Section: Performance Management	Subject: PM Agency Totals	

EXHIBIT I. PM Agency/Sub-unit Totals

PSI999,601	AGENCY TOTALS		
-----	325 PER129PDB	08/22/2001 14:09:37	
Agency: 601 Dept of Health			
Total Cost of:			
Increases.....	\$0.00		
Bonuses.....	\$0.00		
Funded MEL.....	0		
Total Number of Classified:	Head Count	FTE	
Employees.....	82		
Employees Head Count and FTE.....	82	81.50	
Employees to Receive Bonuses.....	0	0.00	
Employees at Pay Band Maximum	0	0.00	

PMIS USER'S MANUAL

Chapter: Performance Mgt .Transactions	Number: 3-9.8	Page 1 of 11
Section: Performance Management	Subject: Performance Increase Distribution Calculation	

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
	PSI998	Performance Increase Distribution Calculation

II. FUNCTION/DESCRIPTION:

- A. This transaction helps determine the percentages for distribution of the funds allocated to your agency for performance increases. The increases will be based on the statewide average increase, as determined by the General Assembly and the Governor.
- B. All employees may be rated, but only **qualified** rated employees may receive an increase.
- C. Qualified employees include the following:
- Employees rated as "X" (Extraordinary Contributor)
 - Employees rated as "C" (Contributor)
 - Employees on LTD-W rated "C" or "X"
 - Probationary employees, at the agency's discretion
- D. Disqualified employees include the following:
- Employees rated as "B" (Below Contributor)
 - Employees on LWOP
 - Probationary employees, if the agency has denied them increases
- E. Probationary employees rated "X" or "C" may be granted an increase pro-rated according to their quarter-hired period, as shown below.
- Increases for probationary employees hired in quarter-1 are not discretionary and cannot be denied.
 - Increases for probationary employees hired in quarters 2 thru 4 may be granted or denied, at the agency's discretion.

Chapter: Performance Mgt .Transactions	Number: 3-9.8	Page 2 of 11
Section: Performance Management	Subject: Performance Increase Distribution Calculation	

- When granted, all increases for probationary employees within a given quarter-hired period are pro-rated the same. Likewise, increases for all probationary employees within a quarter-hired period may be denied.

Quarter	Date Hired	Rating	Probation Pro-rate Percentage
1	10/25 thru 1/24	"X"	100% of Extraordinary Contributor rate
1	10/25 thru 1/24	"C"	100% of Contributor rate
2	1/25 thru 4/24	"C"	75% of Contributor rate
3	4/25 thru 7/24	"C"	50% of Contributor rate
4	7/25 thru 10/24	"C"	25% of Contributor rate

III. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

IV. PROCEDURE:

A. Enter transaction code:

PSI998, AAA

OR

PSI998, AAA, XXXXX

where AAA is the agency code and XXXXX is the sub-unit code

B. Transmit.

You will see the Performance Increase Distribution Calculation screen displayed. The screen message will display at the bottom. (See Exhibit 1.)

Chapter: Performance Mgt .Transactions	Number: 3-9.8	Page 3 of 11
Section: Performance Management	Performance Increase Subject: Distribution Calculation	

The following are definitions and explanations of displayed fields.

* An asterisk indicates this field can be changed by the user.

Field	Definition and Notes
Rated Payroll	Salaries of rated employees minus LWOP salaries.
Statewide average (not labeled)	Statewide average increase determined by the General Assembly and the Governor <ul style="list-style-type: none"> 3.5% for PI cycle 2001
Increase Available	Total dollars available for distribution to qualified rated employees (rated payroll multiplied by statewide average)
Orig	Current actual number of employees in a given category
* Act #	Number of employees in a given category <i>to be used in the distribution calculation</i> <ul style="list-style-type: none"> Can be changed to zero for certain probationary categories (quarter-hired 2, quarter-hired 3 and quarter-hired 4 only) Cannot be changed for "X" or "C" employees or quarter-hired 1 probationary employees
* Distr %	For "X" and "C" employees: <ul style="list-style-type: none"> Percentage of the statewide average distributed to the category Defaults to 0.000% Can be changed See paragraph IV.C for acceptable entries For probationary employees: <ul style="list-style-type: none"> Pro-rated percentage Cannot be changed
Annual Increase	Dollar amount distributed per category. (Actual percentage multiplied by sum of salaries for the category.)
* Act % Incr	Percentage increase that will be applied to employees' salaries for this category.
"B" No Increase	The number of employees rated "B"

Chapter: Performance Mgt .Transactions	Number: 3-9.8	Page 4 of 11
Section: Performance Management	Subject: Performance Increase Distribution Calculation	

LWOP/Denied	The number of LWOP employees plus the number of probationary employees denied increases
Total Rated To Date	The number of employees in the agency/sub-unit that have been rated.
Total Not Rated	The number of employees in the agency/sub-unit that have NOT been rated.
Total Employees	Count of all agency/sub-unit employees.
Total Increase	The sum of the Annual Incr dollar amounts.
Difference	Difference between Total Increase and Increase Available
Rated	The salaries of the "X" and "C" categories minus the salary amount of the rated probation employees.
Rated Probation	The salary amount of rated probationary employees whose increases have not been denied.
Leave Without Pay	The salary amount of those employees that are on LWOP. These employees are counted in the Disqual/Denied number. (LWOP salary amount <u>is not</u> included in Rated Payroll or the distribution calculations. LWOP salary amount <u>is</u> included in Total Payroll.)
Non-Rated Payroll	The sum of the salaries of the non-rated employees in the agency/sub-unit. (This sum <u>is not</u> included in the distribution calculations. It <u>is</u> included in Total Payroll.)
Total Payroll	Includes all employees' salaries, regardless of leave status, probation status or rating.

Chapter: Performance Mgt .Transactions	Number: 3-9.8	Page 5 of 11
Section: Performance Management	Subject: Performance Increase Distribution Calculation	

C. Distribute the Increase Available. You may do one of the following:

- Enter a value in one of the Act % fields and zero/blank out the Distrib % fields and the other Act % field
- Enter a value in one of the Distrib % fields and zero/blank out the Act % fields and the other Distrib % field
- Enter values in both Act % fields and zero/blank out both Distrib % fields
- Enter values in both Distrib % fields and zero/blank out both Act % fields

In addition, you may zero/blank out Act # of probationary employees (only qtr2-, qtr-3 and qtr-4 hired), to deny them an increase.

For details on the actions listed above, see paragraph IV.C.1 below

Valid values, using a 3.5% statewide (SW) average as an example, are listed in the following table.

		Distribution %	Actual %
Extraordinary Contributor	Default	0	0
	Minimum	100	3.5
	Maximum	250	8.75
Contributor	Default	0	0
	Minimum	80	2.8
	Maximum	100	3.5

1. The objective is to set the Distrib % OR Act % fields (and/or deny probationary employees increases) so that the entire Increase Available is distributed within the parent/agency.

Chapter: Performance Mgt .Transactions	Number: 3-9.8	Page 6 of 11
Section: Performance Management	Subject: Performance Increase Distribution Calculation	

To adjust the percentages:

- Set the Extraordinary Contributors **Act %** field to the desired value and zero/blank out the Contributors **Act %** field. Also, zero/blank out both Distr % fields. OR
- Set the Contributors **Act %** field to the desired value and zero/blank out the Extraordinary Contributors **Act %** field. Also, zero/blank out both Distr % fields.
- PMIS will **automatically** calculate the percentages for the zeroed/blanked fields that will use the entire Increase Available.

OR

- Set the Extraordinary Contributors **Distr %** field to the desired value and zero/blank out the Contributors **Distr %** field. Also, zero/blank out both Act % fields. OR
- Set the Contributors **Dist %** field to the desired value and zero/blank out the Extraordinary Contributors **Dist %** field. Also, zero/blank out both Act % fields.
- PMIS will **automatically** calculate the percentages for the zeroed/blanked fields that will use the entire Increase Available.

OR

Manually adjust the percentages in the Extraordinary Contributors **and/or** Contributors **Act %** field(s) so that the entire Increase Available is distributed.

Chapter: Performance Mgt .Transactions	Number: 3-9.8	Page 7 of 11
Section: Performance Management	Subject: Performance Increase Distribution Calculation	

OR

Manually adjust the percentages in the Extraordinary Contributors **and/or** Contributors **Distr %** field(s) so that the entire Increase Available is distributed.

Note that you can only change the Distr% field(s) **or** Act % field(s) – **not** both.

2. Probationary employees (other than quarter-1 hired) may be denied increases. Since all employees in a given quarter-hired period must receive identical percentages, you can only deny increases by quarter-hired period.

To deny increases for a given quarter-hired period, change the actual number of employees (Act #) to zero. The number of LWOP/Denied will automatically increase accordingly.

- D. Transmit.
- E. You will see the screen redisplayed with recalculated numbers. To start over, simply go to the home position (upper-left of screen) and reenter the PSI998 transaction code and agency/sub-unit number separated by a comma or space. Each time the transaction runs, it replaces the previously stored percentages and any probation denials with the default values.

Chapter: Performance Mgt .Transactions	Number: 3-9.8	Page 8 of 11
Section: Performance Management	Subject: Performance Increase Distribution Calculation	

1. Evaluate your results.

- The acceptable Difference amount depends on whether or not the agency belongs to a parent-view (i.e., is included in an organization-wide rollup of sub-agencies).
- When an agency is **not** part of a parent-view, it is bound to the difference tolerance rule: the difference between the Increase Available and the Total Increase must be within .0001 times the Increase Available (.01% of the Increase Available).
- If an agency **does** belong to a parent-view, the Difference can be any amount at a given agency level. However, the Differences rolled-up organization-wide must still meet the tolerance rule of .01% of the Increase Available, if possible.
- The sum of the Differences of the sub-units of an agency along with the agency-level Difference that includes the sub-units not individually distributed (the “rest of the agency”) must rollup to within .01% of the Increase Available allocated for the agency.
- The Batch Rollup Process following the distribution calculation will report the “picture” of the distribution and will assess compliance.
- Parent-view is not applicable, of course, to agencies without subordinate sub-agencies.
- Parent-view status is not automatic. The parent agency may contact DHRM, OCP (Bob Weaver, rweaver@dhrm.state.va.us 804-225-2251) and request a change to parent-view participation status.

2. If the difference between Increase Available and Total Increase is within the tolerance (but not zero), the field next to the Difference will be *blank*. If this is not the case, you will see one of the following next to the Difference:

- NONE (if Increase Available and Total Increase are equal)

Chapter: Performance Mgt .Transactions	Number: 3-9.8	Page 9 of 11
Section: Performance Management	Subject: Performance Increase Distribution Calculation	

- OVER (if Total Increase exceeds Increase Available by more than .01%)
- UNDER (if Increase Available exceeds Total Increase by more than .01%)

An informational message or TRANSACTION COMPLETE will display at the bottom of the screen.

F. Repeat Steps C through E above, as necessary. To start over, simply go to the home position (upper-left of screen) and reenter the PSI998 transaction code and agency/sub-unit number separated by a comma or space. Each time the transaction runs, it replaces the previously stored percentages and any probation denials.

G. You can calculate the distribution of the increase at the agency level or at the sub-unit level.

- If you calculate distributions for only **some** sub-units, these distributions for the sub-units must be calculated **first. Then**, calculate the distribution at the agency level. The calculation at the agency level will include all sub-units that were not calculated separately.
- If you do not calculate the distribution at the agency level **last**, PMIS will consider the agency level to have an increase of 0%. This is an error unless all sub-units have been calculated separately.

For example, Agency 777 has 5 sub-units. Sub-units 1 and 2 will be handled separately. First, calculate the distribution for sub-unit 1. Then, calculate the distribution for sub-unit 2. Finally, calculate the distribution at the agency level. (This will include all sub-units not calculated separately.)

- | | |
|---|----------------|
| 1. Calculate distribution for first sub-unit | PSI998,777,001 |
| 2. Calculate distribution for second sub-unit | PSI998,777,002 |
| 3. Calculate distribution for remaining sub-units | PSI998,777 |

Note: Even if you calculate distributions for **all** sub-units, also calculate distributions at the agency level to be sure no employees are missed.

Chapter: Performance Mgt .Transactions	Number: 3-9.8	Page 10 of 11
Section: Performance Management	Subject: Performance Increase Distribution Calculation	

EXHIBIT I. Performance Increase Distribution Calculation Screen (Initial)

PSI998,208		PERFORMANCE INCREASE DISTRIBUTION CALCULATION			
-----		747 PER129ESH 08/15/2001 16:12:30			
Agency 208		VPI & State University			
Rated Payroll		\$1,097,608 at 3.500 % = \$38,416 Increase Available			
	Orig	Act #	Distr %	Annual Incr	Act % Incr
"X" (100-250%)	6		at 000.000 %	0	0.000 %
"C" (80-100%)	25		at 000.000 %	0	0.000 %
"X" Hired Qtr1	0		at 100% of "X"	0	0.000 %
"C" Hired Qtr1	1		at 100% of "C"	0	0.000 %
Prob-Hired Qtr2	0	0	at 75% of "C"	0	0.000 %
Prob-Hired Qtr3	2	2	at 50% of "C"	0	0.000 %
Prob-Hired Qtr4	1	1	at 25% of "C"	0	0.000 %
"B" No Increase	1	1			
LWOP/Denied	0	0	Total Increase	\$0	
			Difference	\$38,416	UNDER
Total Rated To Date	36				
Total Not Rated	3		Rated	\$1,017,225	
Total Employees	39		Rated Probation	80,383	
			Leave Without Pay	0	
Transmit	—		Non-Rated Payroll	72,530	
			TOTAL PAYROLL	\$1,170,138	
001216 Difference exceeds .01% tolerance - see batch assessment report					

[illegible]

Chapter: Performance Mgt. Transactions	Number: 3-9.9	Page 1 of 4
Section: Performance Management	Subject: PSI998 Frequently Asked Questions	

Frequently Asked Questions (FAQ)

PSI998, Performance Increase Distribution Calculation

Q: Why do the figures on the PM9541 Batch Assessment Report sometimes differ from the figures on the PM9543 Performance Increase Calculation report?

A: This can occur prior to 11/25 due to the ongoing changes being made to the Performance Management database. To be synchronized, the PSI998 transaction, the PM9541 Batch Assessment Report, and the PM9543 Performance Increase Calculation report must be run using the same data. This is why it is essential to **re-run the PSI998 after the final 11/25 reload**. For the 2001 performance cycle, the PSI998 must be run again Monday morning, 11/26.

Q: I'm tired of manually tinkering with the percentages. How can I get PMIS to **automatically calculate** acceptable percentages?

A: Set one of the Extraordinary Contributors percentages field to the desired value (zero or space the other) and enter space or zero in both the Contributors percentage fields, or vice versa, and the transaction will calculate the zeroed percentage fields:

- Enter a percentage in the Distribution Percentage for the "X" category and zero out both Actual Percentages, as well as the Distribution Percentage for the "C" category. This makes "X" the control category, i.e. fixed.
- Enter a percentage in the Distribution Percentage for the "C" category and zero out both Actual Percentages, as well as the Distribution Percentage for the "X" category. This makes "C" the control category, i.e. fixed.
- Enter a percentage in the Actual Percentage for the "X" category and zero out both Distribution Percentages, as well as the Actual Percentage for the "C" category. This makes "X" the control category, i.e. fixed.
- Enter a percentage in the Actual Percentage for the "C" category and zero out both Distribution Percentages, as well as the Actual Percentage for the "X" category. This makes "C" the control category, i.e. fixed.

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After you perform one of the steps listed above and transmit, PMIS will automatically calculate the other percentages so that all the Increase Available possible is used.

Q: Why do I have to bring the Total Increase to within **.0001 (.01%)** of the Increase Available?

A: First, remember that this rule is not enforced in this transaction. It's enforced in the Batch Rollup process. Now, when determining how close the Total Increase must be to the Increase Available, PMIS looks at whether or not the agency belongs to a "parent-view". Belonging to a parent-view means that the agency will be included in a higher-level, organization-wide roll-up of subagencies.

If an agency does participate in a parent view, the over/under difference amount can be greater than .01 percent of the Increase Available but must be distributed in accordance with the Difference Tolerance rule at the parent level. For example, when VADOC requests an organization parent view, agency 701 and all its sub-agencies will be flagged as belonging to a parent-view. Therefore, the individual agencies comprising VADOC can each have significant over/under differences between the Increase Available and the Total Increase Distributed, provided that a rollup of VADOC agency Differences does not exceed .01% of the VADOC Increase Available.

A Batch Rollup process will report the "picture" of the distributions and will assess Difference Tolerance compliance. Salary increase calculations will not be performed for agencies not in compliance. The enforcement of the Difference Tolerance rule takes place in the Batch Rollup process - not within the online transaction.

Q: Can the tolerance level of **.0001 (.01%)** be changed?

A: No.

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Q: Can my **parent-view** status be changed?

A: Yes. The parent agency may contact DHRM, OCP (Bob Weaver, rweaver@dhrm.state.va.us, 804-225-2251) and request a change to parent-view participation status.

Q: Why don't I see **original employee counts** for all categories?

A: Only those categories that are being or can be denied increases (probationary-hired quarters 2,3 and 4) show original employee counts. This makes available the employee counts "before" and "after" denial of the increases.

Q: Why didn't PMIS accept the transaction?

There are restrictions on which fields can be modified, and how they can be modified:

There are minimum and maximum values for the percentage fields. If you enter a value outside the minimum-maximum range, you will see one of the following two messages and the transaction will not be accepted.

The Lower and Upper Limits For Extra Contributor are 100-250%
Reason: A value was entered outside the limits

The Lower and Upper Limits For Contributor are 80-100%
Reason: A value was entered outside the limits

If you are trying to get PMIS to automatically calculate percentages by zeroing/blanking out some percentages, you must enter at least one non-zero number. Otherwise, you'll see the following message and the transaction will not be accepted.

The Extra Contributor and Contributor Percentages Cannot Both Be Zero
Reason: One or both of the fields must have a valid percentage

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When you enter data, you can enter non-zero percentages in the Distr % column OR the Act % column, not both. Otherwise, you'll see the following message and the transaction will not be accepted

Either the "Distr %" or "Act % Incr" Field May Have A Value. Not Both.
Reason: Only one percentage may be entered for the "X" or "C" fields

All employees in a given category must be treated the same in this transaction. So if you want to deny an increase to **one** rated probationary employee, you must deny increases to **all** rated probationary employees in that category. Thus, you can only change the number of probationary employees in a given category to zero. Otherwise, you'll see the following message and the transaction will not be accepted.

The Number of Probation Employees Can Only Be Changed To Zero
Reason: All or none of the probationary category may receive increases

Q: All of the values I entered are valid. The transaction was accepted. But I still got an error message. Why?

A: If the transaction was successfully completed, you got an informational message rather than an error message. The message probably said the following:

Difference exceeds .01% tolerance – see batch assessment report

You may see this informational message when your Difference (between Total Increase and Increase Available) exceeds .0001 (.01%) of Increase Available when calculating sub-units, or when calculating at the agency level and the agency does not participate in a parent-view, or a Difference remains that cannot be distributed. The Batch Rollup Process following the distribution calculation will report the "picture" of the distribution and will assess compliance.

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Section: Performance Management	Subject: PSI998 Batch Assessment Report
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Report Name: Batch Report for Performance Increase
Distribution Calculation

Report Number: PM9541

Description: This report assesses the outcome of the PSI998 transaction (Performance Increase Distribution Calculation) and determines whether or not to include the parent/agency/sub-unit in the subsequent increase calculations and salary adjustment processes. Agencies may also use this report to verify the increase percentages that will be applied in these processes.

(Rules used in the PSI998 transaction are summarized in the user's documentation for the transaction (PMIS User's Manual, Vol. 1, Section 3-9.8). These rules are detailed in the specification for PSI998, available upon request through the PMIS/HuRMan Help Desk.)

Specifically, this report indicates whether or not the Difference amount between the Increase Available and the Total Increase Distributed amounts is acceptable. The acceptable Difference amount depends on whether or not the calculated agency belongs to a parent-view, i.e., is included in an organization-wide rollout of sub-agencies. By default, agencies do not have a parent view. When an agency is not part of a parent view, it is bound to the difference tolerance rule: the over/under difference between the Increase Available and the Total Increase Distributed cannot exceed .01% of the Increase Available.

If an agency does participate in a parent view, the over/under difference amount can be greater than .01% of the Increase Available but

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must be distributed in accordance with the difference tolerance rule at the parent level. For agencies that are participating in a parent-view, a rollup report for the parent agency is provided in summary form.

The parent agency may contact DHRM, OCP to request a change to parent-view participation status.

Sub-units of an agency and the agency-level distribution that includes the sub-units not individually distributed (the "rest of the agency") differences must rollup to within .01% of the agency Increase Available.

When not in compliance with the difference tolerance rule, salary increase calculations will not be performed.

Possible report messages are listed in the following table:

GO FOR INCREASE CALCULATIONS All criteria has been met for use of Actual Incr %'s in calculating performance increases	Information
THIS AGENCY IS INCLUDED IN THE PARENT VIEW ROLLUP No action at this level. Criteria checked at Parent View.	Information
BOTH PERCENTAGES ARE AT MAX. THE VALUES ARE ACCEPTED Setting both percentages at their max, the agency is still under spent	Information
THE NUMBER OF EMPLOYEES NOT RATED IS UNACCEPTABLE The ratio of employees not rated to rated exceeds 20%	Fatal
THIS AGENCY EXCEEDS THE DISTRIBUTION TOLERANCE RULE The over/under expenditure is greater than .01%	Fatal
NO GO FOR INCREASE CALCULATIONS Criteria has not been met for use of Actual Incr %'s in calculating performance increases	Fatal
THIS AGENCY CONTAINS NO PERCENTAGE VALUES IN ITS RECORD The agency record does not contain the required values	Fatal
ALL AGENCIES INCLUDED IN THIS PARENT VIEW WILL NOT BE PROCESSED Appears only in the Parent View Rollup. If one agency fails, all agencies fail	Fatal
***** THIS AGENCY WILL NOT BE PROCESSED ***** Errors prevent this agency from being accepted as ready for processing	Fatal

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Sample reports are presented in Exhibits II – V using a 3.5% statewide (SW) average as an example.

See Exhibit I for descriptions of column headings in the report.

See Exhibit II for a sample report for a *stand-alone* agency.

See Exhibit III for a sample report for an agency *with sub-units*.

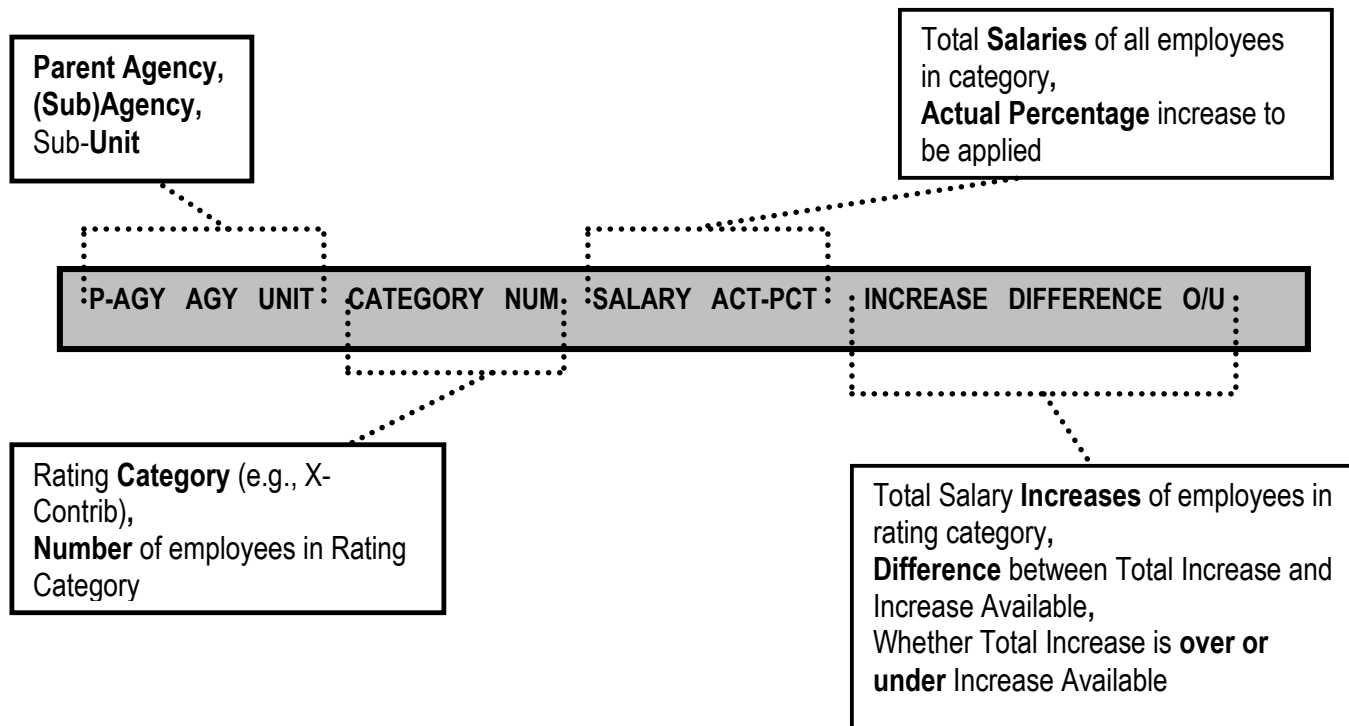
See Exhibit IV for a sample report for a *parent* agency.

See Exhibit V for a sample report for a *sub*-agency.

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EXHIBIT I. Descriptions of Column Headings in Report



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EXHIBIT II. Sample Report for a *Stand-alone* Agency

A=00132		DISTRIBUTION INCREASE REPORT				8/11/2001 20:17:11			
		BY INDIVIDUAL AGENCY							
P-AGY	AGY	UNIT	CATEGORY	NUM	SALARY	ACT-PCT	INCREASE	DIFFERENCE	O/U
132	132		X-CONTRIB	2	53,041	8.750	4,641		
			C-CONTRIB	14	480,133	3.263	15,671		
			C-PROB-Q1	1	23,379	3.263	763		
			LWOP	1	0				
			NOT RATED	2	130,326				
			TOT RATED	20	602,160		21,076		
			<<TOTAL>>		732,486		21,075	0	
GO FOR INCREASE CALCULATIONS									

EXHIBIT III. Sample Report for an Agency *with Sub-units*

A=00208		DISTRIBUTION INCREASE REPORT BY INDIVIDUAL AGENCY					8/11/2001 20:17:11		
P-AGY	AGY	UNIT	CATEGORY	NUM	SALARY	ACT-PCT	INCREASE	DIFFERENCE	O/U
208	208		X-CONTRIB	6	193,473	4.984	9,644		
			C-CONTRIB	25	802,252	3.500	28,079		
			C-PROB-Q1	1	19,811	3.500	693		
			B-RATED	1	21,500				
			LWOP	3	0				
			NOT RATED	3	72,530				
			TOT RATED	39	1,097,608	3.500	38,416		
			<<TOTAL>>		1,170,138		38,416	0	
208	208	02	X-CONTRIB	2	44,938	5.490	2,467		
			C-CONTRIB	1	19,132	3.500	670		
			B-RATED	1	25,557				
					NOT RATED	1			
			TOT RATED	37	89,627		3,136		
			TOTAL		108,129		3,136	0	
GO FOR INCREASE CALCULATIONS									

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EXHIBIT IV. Sample Report for a Parent Agency

A=00720		DISTRIBUTION INCREASE REPORT BY PARENT AGENCY						8/11/2001 20:17:11	
P-AGY	AGY	UNIT	CATEGORY	NUM	SALARY	ACT-PCT	INCREASE	DIFFERENCE	O/U
720	703		AGENCY		950,571		22,822	233	O
720	720		AGENCY		2,188,901		73,754	154	O
720	720	01-06	SUB-UNIT		450,060		15,752	402	U
720	720	07-11	SUB-UNIT		1,099,148		38,470	0	
720			==TOTAL==		4,688,680		150,798	15	O
GO FOR INCREASE CALCULATIONS									

EXHIBIT V. Sample Report for a Sub-Agency

A=00703		DISTRIBUTION INCREASE REPORT BY INDIVIDUAL AGENCY						8/11/2001 20:17:11	
P-AGY	AGY	UNIT	CATEGORY	NUM	SALARY	ACT-PCT	INCREASE	DIFFERENCE	O/U
720	703		X-CONTRIB	4	196,226	5.375	10,547		
			C-CONTRIB	9	311,300	3.500	10,896		
			X-PROB-Q1	1	30,000	5.375	1,613		
			B-RATED	4	114,549				
			NOT RATED	7	298,496				
			TOT RATED	25	652,075		22,822		
			<<TOTAL>>		950,571		23,055	233	O
THIS AGENCY EXCEEDS THE DISTRIBUTION TOLERANCE RULE BUT IS PARENT-VIEW									

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Section: Performance Management	Subject: PSI998 Batch Assessment Report
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Use: To provide the agencies with a hardcopy report assessing the distribution percentages as calculated by the PSI998 transaction, and the detail of how these percentages were derived.

Frequency: As required.

Summary Level: Parent agency, sub-agency, agency, sub-unit

Chapter: Performance Mgt. Transactions	Number: 3-9.11	Page 1 of 5
Section: Performance Management	Subject: Performance Increase Calculation Report	

Report Name: Performance Increase (PI) Calculation Report

Report Number: PM9543

Description: This report depicts the performance increase (PI) calculation results and identifies exceptions (errors). This report is run **after** the employee ratings have been entered (PSI000) and the performance increase distribution has been calculated (PSI998).

Specifically, for employees who did not receive increases, the report identifies the reason for not receiving an increase.

If the agency did not meet the assessment criteria (see Section 3-9.10, PSI998 Batch Roll-up), the following message will display:

AGENCY XXX HAS NOT PASSED THE ASSESSMENT CRITERIA. THIS AGENCY WILL NOT BE PROCESSED !!

If this message is displayed, do the following:

- Re-calculate the Increase Distribution with PSI998 (see Section 3-9.8)
- After the PSI998 Batch Update is Run, review the PSI998 Batch Assessment Report (see Section 3-9.10)

Possible report messages are listed in the following table.

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Subject: Performance Increase Calculation Report

<u>Message</u>	<u>Explanation</u>
FAILED ASSESSMENT TEST	See PM9541 for reason(s).
EMPLOYEE NOT RATED	Employee is not rated – PSI000 needed
EMPLOYEE RATED 'B'	Employee rated as "Below Contributor"
EMPLOYEE ON LEAVE	Employee rated an "L"
EMPLOYEE ON LEAVE WITHOUT PAY	Employee is on LWOP. Disqualified for increase
NOT INCREASE QUALIFIED	Employee is not qualified to receive an increase
RECALCULATING COSTS	A value changed (e.g., Pct), causing a recalculation.
NO PERCENTS AVAILABLE – RUN PSI998	No distribution has been calculated for this agency. PSI998 needed.
QUALIFIED BUT NO PCT IN UNIT RECORD	No percentage for sub-unit – PSI998 needed.
QUALIFIED BUT NO PCT IN AGY RECORD	No percentage for agency – PSI998 needed.
PART TO FULLTIME – ONE TIME PAYMENT	Employee is part time, rated, and receives a bonus
LUMP SUM PAYMENT ONLY	Salary exceeds role maximum; bonus given.
PART TIME – INCREASE EXCEEDS MAX	Part time employee's increase causes salary to exceed role max. Contact DHRM Help Desk.
FULL TIME – INCREASE EXCEEDS MAX	Full time employee's increase causes salary to exceed role max. Contact DHRM Help Desk.
ACTUAL PERCENTAGE OUTSIDE OF RANGE	The actual percentage is not valid. This is an internal error. Contact DHRM Help Desk.

See Exhibit I for descriptions of column headings in the report.

Sample reports are presented in Exhibits II and III.

See Exhibit II for a sample report for an agency that does not meet the assessment criteria.

See Exhibit III for a sample report for an agency that meets the assessment criteria and includes employees that are exceptions.

EXHIBIT I. Descriptions of Column Headings in Report

Column Heading	Description
C H	Change Indicator. <ul style="list-style-type: none">• R: Being recalculated• E: Exception
Empl Soc-Sec-Num	Employee's social security number
Employee Name	Employee's name
Pos Nmbr	Employee's position number
Q-RT-P	<ul style="list-style-type: none">• Q: Indicates whether employee is qualified for an increase. Y: Employee is qualified, based on rating. N: Employee is not qualified, based on rating. U: Employee has not been rated. W: Employee is on leave• RT: Indicates employee's rating. Ratings are presently suppressed.• P: Indicates probationary employee's quarter hired. 1: Quarter 1 2: Quarter 2 3: Quarter 3 4: Quarter 4
Salary	Employee's current salary
Pct Incr	Percentage increase applied to employee's salary.
Increase Cost	Dollar amount of employee's increase (Pct Incr multiplied by base salary).
Calculated Cost	Calculated cost before rounding. Individual rounding may cause discrepancies with totals in PM9541.
Bonus Cost	Dollar amount of bonus, if applicable.
Reason	Reason a salary increase was not calculated for employee.

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Section: Performance Management

Subject: Performance Increase Calculation Report

EXHIBIT II. Sample Report for Agency That Does Not Meet Criteria

A=00123 PERSONNEL MANAGEMENT INFORMATION SYSTEM
RUN DATE =10/28/2001 DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
PROGRAM = PM9543 PERFORMANCE MANAGEMENT
ANNUAL SALARY INCREASE

AGENCY : 123 SUB-UNIT : - Dept of Military Affairs

C	EMPL	POS	ROLE	PCT	INCREASE	CALCULATED	BONUS			
H	SOC-SEC-NUM	EMPLOYEE NAME	NMBR	CODE	Q-RT-P	SALARY INCR	COST	COST	COST	REASON

AGENCY 123 HAS NOT PASSED THE ASSESSMENT CRITERIA. THIS AGENCY WILL NOT BE PROCESSED !!

EXHIBIT III. Sample Report for an Agency That Meets the Assessment Criteria and has Employees Who Are Exceptions

A=00132 PERSONNEL MANAGEMENT INFORMATION SYSTEM
RUN DATE = 10/28/2001 DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
PROGRAM = PM9543 PERFORMANCE MANAGEMENT
ANNUAL SALARY INCREASE

AGENCY : 132 SUB-UNIT : - State Board of Elections

C	EMPL	POS	ROLE	PCT	INCREASE	CALCULATED	BONUS			
H	SOC-SEC-NUM	EMPLOYEE NAME	NMBR	CODE	Q-RT-P	SALARY INCR	COST	COST	COST	REASON
E	111-11-1111	BROWN, IRENE	00024	29112	W	48,758.00				EMPLOYEE IS ON LEAVE WITHOUT PAY
	224-62-2222	COOK, NANCY R	00050	19013	Y	31,364.00	3.5	1,097.00	1,097.7400	
	229-74-3333	MATT, WILL	00010	19031	Y	33,389.00	3.5	1,168.00	1,168.6150	
	229-80-0000	MOST, WILMA P	00030	19013	Y	31,934.00	3.5	1,117.00	1,117.6900	

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Section: Performance Management	Subject: Performance Increase Calculation Report	

Use: Provides the agencies with a hardcopy report depicting the detail of the performance increase calculation, and identifying the employees who receive no increase in the performance increase distribution process.

Frequency: As required.

Summary Level: Agency, sub-unit

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Chapter: Performance Mgt. Transactions	Number: 3-9.12	Page 1 of 4
Section: Performance Management	Subject: Salary Adjustment Eligibility Listing	

Report Name: Performance Increase (PI) Salary Adjustment Eligibility Listing

Report Number: PM5115

Description: This report lists the new salary (including the performance increase) for each employee eligible for a base salary increase. This report is run **after** the employee ratings have been entered (PSI000), the performance increase distribution has been calculated (PSI998), and the actual performance increases for each employee have been calculated.

Salary adjustment exceptions, such as for a lump-sum bonus in lieu of a base salary increase, are listed on the PM5125 Salary Adjustment Exception and Message Listing.

Note that the PI Eligibility date will be advanced for all employees rated X/C/B.

See Exhibit I for descriptions of column headings in the report.

See Exhibit II for a sample report in which New Salary is calculated for each employee in the agency.

See Exhibit III for a sample report in which New Salary has not been calculated for any employee in the agency.

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EXHIBIT I. Descriptions of Column Headings in Report

Column Heading	Description
Pos No	Employee's position number
Soc-Sec	Employee's social security number
Employee Name	Employee's name
Role Description	Role description for employee's position number
Period Pay	Salary per pay period. New salary divided by pay schedule. <ul style="list-style-type: none">Note that Period Pay will be erroneous if the PAY-SCHEDULE value on PMIS is incorrect.
Payrl	Payroll number
Old Salary	Employee's current salary
New Salary	New salary, including performance increase. (Performance Increase equals Actual Pct multiplied by base salary).
Actual Pct Applied	The Actual Pct Applied is calculated by PSI998 and applied to Old Salary to determine New Salary. NOT CALCULATED displays in this column until the PSI998 and the increase calculations have been performed.

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EXHIBIT II. Sample Report for Agency Where New Salaries Have Been Calculated

A=00132
 PROG ID = PM5115
 RUN DATE = 10/25/2001

PERSONNEL MANAGEMENT INFORMATION SYSTEM DEPARTMENT OF HUMAN RESOURCE MANAGEMENT SALARY ADJUSTMENT ELIGIBILITY LISTING

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AGENCY = 132 - State Board of Elections
 SUB-UNIT =

POS-NO	SOC-SEC	EMPLOYEE NAME	ROLE DESCRIPTION	PERIOD	PAY	PAYRL	OLD SALARY	NEW SALARY	ACTUAL PCT APPLIED
00010	225-86-6666	ANDERSON, DEE L	General Admnstrtn Practt	1799.13	001		\$41,719.20	\$43,179.00	3.5000000 PCT INCR
00003	231-88-5555	ARCHIE, VAN E	Admnstrtve Prgrm Spcialst	1164.17	001		\$26,995.00	\$27,940.00	3.5000000 PCT INCR
00016	227-84-4444	BENCOACH, ROSA	Policy Planning Spcialst	1923.46	001		\$44,602.00	\$46,163.00	3.5000000 PCT INCR
00018	224-25-3333	BURTON, ED L	Admnstrtve Prgrm Spcialst	829.46	001		\$19,734.00	\$19,907.00	0.8750000 PCT INCR
00017	227-08-2222	BURWELL, SAL D	Info Technology Specialis	1152.38	102		\$26,722.00	\$27,657.00	3.5000000 PCT INCR
00007	228-37-1111	COUSINS, VERN B	Admnstrtve Prgrm Spcialst	1078.83	001		\$25,016.00	\$25,892.00	3.5000000 PCT INCR
00006	226-27-2222	EDMONDS, TINA Y	Admnstrtve Prgrm Spcialst	1165.29	001		\$25,717.00	\$27,967.00	8.7500000 PCT INCR
00011	227-80-3333	KING, MARY G	Admnstrtve Prgrm Spcialst	1645.79	102		\$38,163.00	\$39,499.00	3.5000000 PCT INCR
00005	223-21-4444	MINES, CAL E	General Admnstrtn Practt	1645.79	001		\$38,163.00	\$39,499.00	3.5000000 PCT INCR
00009	230-60-5555	MINES, MARY L	Admnstrtve Prgrm Spcialst	1102.13	102		\$25,557.00	\$26,451.00	3.5000000 PCT INCR
00002	003-32-6666	THOM, LORE M	General Admnstrtn Practt	2198.50	001		\$50,980.00	\$52,764.00	3.5000000 PCT INCR
00008	227-27-5555	WALK, ANDY T	Admnstrtve Prgrm Spcialst	1102.13	001		\$25,557.00	\$26,451.00	3.5000000 PCT INCR
00013	224-86-4444	WILSON, REG C	General Admnstrtn Manager	1966.79	001		\$45,607.00	\$47,203.00	3.5000000 PCT INCR

NUMBER OF ELIGIBLE EMPLOYEES IN SUB-UNIT = 13	PROJECTED TOTAL SALARIES	\$450,572.00
	PRESENT TOTAL SALARIES	\$434,532.20
	AMOUNT OF DIFFERENCE	\$16,039.80

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Section: Performance Management	Subject: Salary Adjustment Eligibility Listing	

EXHIBIT III. Sample Report for Agency Where New Salaries Have Not Been Calculated

A=00703
PROG ID = PM5115
RUN DATE = 10/25/2001

PERSONNEL MANAGEMENT INFORMATION SYSTEM
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
SALARY ADJUSTMENT ELIGIBILITY LISTING

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AGENCY = 703 - Central State Hospital
SUB-UNIT =

POS-NOSOC-SEC	EMPLOYEE NAME	ROLE DESCRIPTION	PERIOD	PAY	PAYRL	OLD SALARY	NEW SALARY	ACTUAL PCT APPLIED
00012 228-56-6666	BRAD, HELEN A	Trainer Instructor II	1817.50	001		\$43,620.00	\$43,620.00	NOT CALCULATED
00028 226-06-6666	COLES, LIN A	Licensed Practical Nurse	1244.58	001		\$29,870.00	\$29,870.00	NOT CALCULATED
00007 121-46-5555	GREC, JOY M	Registered Nurse Manager	2654.08	001		\$63,698.00	\$63,698.00	NOT CALCULATED
00015 223-70-5555	HAR, JAMES E	Human Resource Practt I	1250.00	001		\$30,000.00	\$30,000.00	NOT CALCULATED
00040 225-82-4444	LOW, JAMES E	Security Manager II	1900.29	001		\$45,607.00	\$45,607.00	NOT CALCULATED
00010 420-84-4444	MOORE, DEE A	Registered Nurse Manager	2031.58	001		\$48,758.00	\$48,758.00	NOT CALCULATED
00021 227-82-3333	MORR, BREN G	Licensed Practical Nurse	695.60	001		\$16,694.50	\$16,694.50	NOT CALCULATED
00039 228-94-3333	PALMER, SARAH	Licensed Practical Nurse	1018.50	001		\$24,444.00	\$24,444.00	NOT CALCULATED
00050 224-84-2222	PEGRAM, LEE S	Licensed Practical Nurse	1330.58	001		\$31,934.00	\$31,934.00	NOT CALCULATED
00032 225-82-2222	RIVERS, MAG T	Registered Nurse Manager	2374.38	001		\$56,985.00	\$56,985.00	NOT CALCULATED
00030 282-66-1111	SAL, THERESA K	Human Resource Practt II	1487.33	001		\$35,696.00	\$35,696.00	NOT CALCULATED
00029 231-80-1111	SCOTT, BREN E	Psychologist II	2185.50	001		\$52,452.00	\$52,452.00	NOT CALCULATED
00046 226-68-1111	STARKE, NAN E	Licensed Practical Nurse	1138.50	001		\$27,324.00	\$27,324.00	NOT CALCULATED

Use:	Provides the agencies with a hardcopy report listing each eligible employee's new salary and some details pertaining to each new salary calculation.
Frequency:	As required.
Summary Level:	Agency, sub-unit

PMIS USER'S MANUAL

Chapter: Performance Mgt. Transactions	Number: 3-9.13	Page 1 of 6
Section: Performance Management	Salary Adjustment Subject: Exception and Message Listing	

Report Name: Performance Increase (PI) Salary Adjustment
Exception and Message Listing

Report Number: PM5125

Description: This report lists rated employees who are either flagged as exceptions or whose record contains informational messages.

Employees flagged as exceptions are tagged with EXC: message. These employees are NOT eligible for a base salary increase. They do not appear on the PM5115 Salary Adjustment Eligibility Listing.

Those employees flagged with informational messages are tagged with MSG: message. These employees are listed on the PM5115 Salary Adjustment Listing and their ratings are accepted. You should verify that the situation described in the message does exist (e.g. non-PMIS reviewer) and, where indicated, that the reviewer/supervisor position number is correct.

Note that the MSG: messages regarding supervisor/reviewer and suspense will be suppressed during the cycle 2001 final reload.

Also note that ratings will be posted for all employees rated X/C/B, and the PI Eligibility date will be advanced for employees rated X/C/B unless specified otherwise.

Possible report messages are listed in the following table.

See Exhibit I for descriptions of column headings in the report.

See Exhibit II for a sample report.

PMIS USER'S MANUAL

Chapter: Performance Mgt. Transactions	Number: 3-9.13	Page 2 of 6
Section: Performance Management	Salary Adjustment Subject: Exception and Message Listing	

Message	Explanation
EXC: AT-MAX BONUS LUMP SUM \$	Old salary is at role/alternate band maximum salary. Employee may receive bonus.
EXC: OVER-MAX BONUS LUMP SUM \$	Old salary is over role/alternate band maximum salary. Employee may receive bonus.
EXC: CONTACT THE DHRM HELP DESK - PUSHED OVER MAX	Old salary is under role/alternate band maximum salary. New salary (including calculated PI) is over role/alternate band maximum salary. Contact Help Desk. OCM will determine how to allocate PI between base salary increase and bonus.
EXC: NOT ELIGIBLE - DUE TO RATING	Employee will receive no PI, due to rating.
EXC: NOT ELIGIBLE - DUE TO LWOP	Employee will receive no PI, due to LWOP status.
EXC: NOT ELIGIBLE - DISQUAL – OTHER	Employee will receive no PI, for reasons other than those stated above.
MSG: VACANT POSITON REVR	Position is vacant. (It may have been filled at the time the rating was entered, or the position number may have been entered incorrectly.)
MSG: NON-PMIS REVIEWER	The reviewer's position is non-PMIS (position number is all zeroes).
MSG: INVALID REVIEWER	The position number is not in PMIS and is not a non-PMIS position (all zeroes). Verify that, at the time the rating was entered, the position had not been abolished or moved.
MSG: VACANT POSITON SUPV	Position is vacant. (It may have been filled at the time the rating was entered, or the position number may have been entered incorrectly.)

PMIS USER'S MANUAL

Chapter: Performance Mgt. Transactions	Number: 3-9.13	Page 3 of 6
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Section: Performance Management	Salary Adjustment Subject: Exception and Message Listing
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Message	Explanation
MSG: NON-PMIS SUPERVISOR	The supervisor's position is non-PMIS (position number is all zeroes.)
MSG: INVALID SUPERVISOR	The position number is not in PMIS and is not a non-PMIS position (all zeroes). Verify that, at the time the rating was entered, the position had not been abolished or moved.
MSG: INVALID APPOINTMENT EXPIRE DATE	The appointment expire date is invalid or the appointment has actually expired.
MSG: INVALID ROLE EXPIRE DATE	The role expire date is invalid or the role has actually expired.
MSG: INVALID POSITION EXPIRE DATE	The position expire date is invalid or the position has actually expired.

PMIS USER'S MANUAL

Chapter: Performance Mgt. Transactions	Number: 3-9.13	Page 4 of 6
Section: Performance Management	Salary Adjustment Subject: Exception and Message Listing	

EXHIBIT I. Descriptions of Column Headings in Report

Column Heading	Description
Employee Name	Employee's name
Employee SSN	Employee's social security number
Position Number	Employee's position number
Role Code	Role code for employee's position
Message	Message indicating why: <ul style="list-style-type: none">• Some data may require validation (MSG:) even though the rating has been accepted or• Employee is an exception (EXC:) and did not receive an increase in base salary

PMIS USER'S MANUAL

Chapter: Performance Mgt. Transactions	Number: 3-9.13	Page 5 of 6
Section: Performance Management	Salary Adjustment Subject: Exception and Message Listing	

EXHIBIT II. Sample Report

A=00999
PROG ID = PM5125
RUN DATE = 10/25/2001

PERSONNEL MANAGEMENT INFORMATION SYSTEM
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
SALARY ADJUSTMENT EXCEPTION AND MESSAGE LISTING

PAGE 8

AGENCY = 999 - State Board of Philosophy
SUB-UNIT =

EMPLOYEE NAME	EMPLOYEE SSN	POSITION NUMBER	ROLE CODE	MESSAGE
ANDERSON, DEE L	225-86-6666	00108	39032	MSG: INVALID REVIEWER 999-12345
ARCHIE, VAN E	231-88-5555	00219	69011	EXC: NOT ELIGIBLE - LWOP

PMIS USER'S MANUAL

Chapter: Performance Mgt. Transactions	Number: 3-9.13	Page 6 of 6
Section: Performance Management	Salary Adjustment Subject: Exception and Message Listing	

Use: Provides the agencies with a hardcopy report listing each employee who is an exception or whose data may require additional validation.

Frequency: As required.

Summary Level: Agency, sub-unit

PMIS USER'S MANUAL

Chapter: Performance Mgt. Transactions	Number: 3-9.14	Page: 1 of 2
Section: Performance Management	Subject: PM Load Listing	

Report Name: PM Load Listing

Report Number: PM9495

Description: This report provides a listing of employees, with a Performance Increase (PI) Eligibility date of November 25th of the current performance cycle year, that have been loaded into the PM database.

Eligible employees whose PI Eligibility date has been corrected are added during periodic PM database reloads. Also provided for each employee are the position number, role code, pay band and state salary.

See Exhibit I for a sample report.

Chapter: Performance Mgt. Transactions	Number: 3-9.14	Page: 2 of 2
Section: Performance Management	Subject: PM Load Listing	

EXHIBIT I: Sample Report

A=00123						
Program-ID: PM9495						
Run-Date: 11/25/2001						
COMMONWEALTH OF VA - DEPARTMENT OF HUMAN RESOURCE MANAGEMENT						
PM LOAD LISTING						
Agency : 123 Dept of Military Affairs						
Sub-Unit:						
Name	SSN	Position Num	Role Code	Pay Band	State Salary	
ADKINS, ROBERT R JR	227-58-3333	00108	39032	04	34,379.95	
AKERS, JEREMY K	231-51-7777	00298	69152	04	26,722.00	
ALBERT, DEBRA C	225-25-5555	00093	39051	05	39,022.00	
ANDERSEN, KRISTIAN Q	231-25-2222	00142	69152	04	32,653.00	
APTICAR, TOBIAS S	274-86-6666	00167	69113	03	24,444.00	
ARMES, THOMAS M	227-62-8888	00250	79132	02	24,995.00	
AUSTIN, WILLIAM E	227-82-0000	00218	79033	03	34,910.00	
BALDWIN, WILLIAM F	224-74-1111	00202	79051	03	26,722.00	
BASSFIELD, RENEE	223-31-4444	00229	19031	04	27,939.00	
BEAN, MAYNARD K	224-46-2222	00149	69116	05	58,269.00	
BENNETT, IAN J	225-04-9999	00148	69153	05	55,967.00	
BERRY, MICHAEL G	218-82-3333	00290	69153	05	36,000.00	

Use: This report in conjunction with Report 9970 allows agencies to verify the employees that have been loaded into the PM database and to determine any discrepancies related to PI eligibility Date.

Frequency: Each PM database reload.

Summary Level: Agency; sub-unit

PMIS USER'S MANUAL

Chapter: Performance Mgt. Transactions	Number: 3-9.15	Page:1 of 4
Section: Performance Management	Subject: PM Reload Listing	

Report Name: PM Reload Listing

Report Number: PM9535

Description: This report provides an employee listing of those with previously entered ratings that were retained during the reload.

An exception report "Reload Ratings Exception List," is provided if ratings were not retained.
For example: employees who have separated from state service are deleted from the Performance Management database during the reload process.

See Exhibit I for descriptions of column heading in the report.

See Exhibit II for a sample of Reload Listing Report.

See Exhibit III for a sample of the Reload Ratings Exception List.

PMIS USER'S MANUAL

Chapter: Performance Mgt. Transactions	Number: 3-9.15	Page:2 of 4
Section: Performance Management	Subject: PM Reload Listing	

EXHIBIT I. Descriptions of Column Headings in Report

Column Heading	Description
Record Change Indicator	-‘Y’ means employee changed agency or sub-unit. -‘L’ means the employee has been flagged with rating code “L”. -A blank record change indicator means there was no significant change to employee’s record since last reload
Employee’s Name	Employee’s last name. (This is shown on the Reload Ratings list only).
Employee’s SSN	Employee’s Social Security Number
Position Number	Employee’s Position
Supervisor Agy-Pos.	Employee Supervisor’s agency and position number.
Reviewer Agy-Pos	Reviewer’s agency and position number.
Message	Informational message that appears on the Reload Rating Exception List.

PMIS USER'S MANUAL

Chapter: Performance Mgt. Transactions

Number: 3-9.15

Page:3 of 4

Section: Performance Management

Subject: PM Reload Listing

EXHIBT II: Sample of Reload Listing

A=00123

PROG ID = PM9535

RUN DATE = 11/25/2001

PAGE 5

PERSONNEL MANAGEMENT INFORMATION SYSTEM
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
PERFORMANCE MANAGEMENT
RELOAD RATINGS

AGENCY = 123 - Dept of Military Affairs

RECORD CHANGE	EMPL SSN	EMPL NAME	POSITN NUMBER	ROLE CODE	SUPVR AGY-POS	REV AGY-POS
	227553333	ADKINS	00108	39032	123-00107	123-00000
	225257777	ALBERT	00093	39051	123-00069	123-00000
	231253333	ANDERSEN	00142	69152	123-00133	123-00148
	274866666	APTICAR	00167	69113	123-00159	123-00149
	227628888	ARMES	00250	79132	123-00000	123-99999
	227822222	AUSTIN	00218	79033	123-00237	123-00000
	224744444	BALDWIN	00202	79051	123-00238	123-00000
	223311111	BASSFIELD	00229	19031	123-00000	123-99999
	224465555	BEAN	00149	69116	123-00000	123-99999
	225040000	BENNETT	00148	69153	123-00000	123-99999
	229649999	BISHOP	00016	19013	123-00000	123-99999
	229258888	BOOKER	00005	19091	123-99999	123-00013
	231622222	BOOTH	00028	19221	123-00000	123-99999
	228503333	BOSWELL	00107	39032	123-00000	123-99999
	230216666	BOWDEN	00059	19013	123-00000	123-99999
	228547777	BOWLIN	00217	79033	123-00237	123-00000
	236785555	BOZO	00208	79153	123-00000	123-99999
	227561111	BRIDGES	00236	79033	123-00232	123-00000
	228940000	BROOKS	00078	19012	123-00000	123-99999

PMIS USER'S MANUAL

Chapter: Performance Mgt. Transactions

Number: 3-9.15

Page:4 of 4

Section: Performance Management

Subject: PM Reload Listing

EXHIBIT III: Exception List

A=00123

PROG ID = PM9535

RUN DATE = 11/10/2001

PERSONNEL MANAGEMENT INFORMATION SYSTEM

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

PERFORMANCE MANAGEMENT

RELOAD RATINGS EXCEPTION LIST

PAGE 1

PM9535 EXCEPTION

AGENCY = 123 - Dept of Military Affairs

EMPLOYEE

POSITION

SUPERVISOR

REVIEWER

MESSAGE

SSN

NUMBER

AGY-POS

AGY-POS

228-68-8888

00276

123-00255

123-00256

PM EMPLOYEE NOT FOUND ON DATABASE

Use:

The PM Database is loaded periodically to capture current employee status. Provides the agencies with confirmation that evaluation data previously entered has been retained or provides exception information to explain otherwise.

Frequency:

Each PM database reload.

Summary Level:

Agency; sub-unit

PMIS USER'S MANUAL

Chapter: Performance Mgt. Transactions	Number: 3-9.16	Page:1 of 3
Section: Performance Management	Subject: PI Elig. Dates not November 25th	

Report Name: Performance Increase (PI) Eligibility Dates
Not November 25th of the current
performance cycle year.

Report Number: PM9970

Description: This report displays employees whose PI
Eligibility date is not November 25th of the
current performance cycle year.

A rating cannot be entered until an
employee's PI Eligibility date is not
November 25th of the current performance
cycle year.

If you have a copy of this report, these
records should be investigated as to the
reason for the PI Eligibility date, and if
appropriate, brought up-to-date by
submitting a P3 to DHRM for corrective
action.

Each year, the PI Eligibility is advanced
automatically for rated employees. This report is
not produced for agencies whose employees all
have PI Eligibility date of November 25th of the
current performance cycle year.

The PM database will not reflect the updated
eligibility date until a reload of the PM
database is performed.

See Exhibit I for descriptions of column
heading in the report.

See Exhibit II for a sample of the PM9970
report.

Chapter: Performance Mgt. Transactions	Number: 3-9.16	Page:2 of 3
Section: Performance Management	Subject: PI Elig. Dates not November 25th	

EXHIBIT I: Descriptions of Column Heading in Reports

Column Heading	Description
Employee Name	Employee's Name
Employee SSN	Employee's Social Security Number
Position Number	Employee's position number
Role Code	Role code for employee's position
IPP Elig. Date	Employee's Performance Increase Eligibility date
St. Begin Date	Employee's state begin date
Probation Expire	Employee's probation expiration date
Lv Cd	Leave Code indicating employee on leave as well as the type of leave.
Lv Efft	Leave Effective Date.
Lv Retn	Leave Return Date.

PMIS USER'S MANUAL

Chapter: Performance Mgt. Transactions	Number: 3-9.16	Page:3 of 3
Section: Performance Management	Subject: PI Elig. Dates not November 25th	

EXHIBIT II: Sample of report PM9970

A=00123										PAGE	2	
PROG ID = PM9970	PERSONNEL MANAGEMENT INFORMATION SYSTEM											
RUN DATE = 11/25/2001	DEPARTMENT OF HUMAN RESOURCE MANAGEMENT											
	PERFORMANCE MANAGEMENT EVALUATION											
	PERFORMANCE INCREASE (PI) ELIGIBILITY DATES NOT 11/25/2001											
AGENCY = 123 - Dept of Military Affairs												
SUB-UNIT =												
EMPLOYEE	EMPLOYEE	POSITION	ROLE	IPP ELIG	ST BEGIN	PROBATION	LV	LV	LV			
NAME	SSN	NUMBER	CODE	DATE	DATE	EXPIRE	CD	EFFT	RETN			
KABBAH, IBRAHIM S	062-80-4594	00172	69113	02/25/2001	07/17/2000	01/17/2001	05	01/05/2001	05/29/2001			

Use:	This report is used to validate the PI Eligibility date.
Frequency:	Each PM database reload.
Summary Level:	Agency; sub-unit

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-10.1	Page 1 of 3
Section: Regrade	Subject: P-3 Reband	

[illegible]

PSE204

P-3 Reband

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you update an employee's salary in PMIS after a role reband has been approved.
- B. This transaction must be entered individually for each employee affected by the reband.
- C. If you have a large number of employees in a rebanded role, you may ask that the Department of Human Resource Management update the records of all employees automatically.
- D. This transaction must be authorized by appropriate persons in accordance with Reband Policy.

III. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for those agencies without data entry terminals.

IV. PROCEDURE:

- A. Enter transaction code:

Or PSE204,NNNNNNNNN
PSE204,EEEEEEE

Where NNNNNNNNN = social security number
EEEEEE = employee ID number

- B. Transmit.

You will see the P-3 Reband Screen displayed, with mandatory input fields designated by asterisks.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-10.1	Page 2 of 3
Section: Regrade	Subject: P-3 Reband	

- C. Enter required data. For valid code values, refer to the Code Tables (PMIS User's Manual, Volume I).
- D. Tab cursor to End.
- E. Transmit.
- F. You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS

Number: 3-10.1

Page 3 of 3

Section: Regrade

Subject: P-3 Reband

EXHIBIT I. P-3 Regrade Screen

PSE204,123456789

REGRADE

----- 05/27/2000 12:33:45

REGRADE

Agency: 123 Dept of Military Affairs

Position: 00042

Soc-Sec: 123456789/654321 Munster, Lily

Role: 00000 Bldgs and Grounds Supt B

Trans-Efft-Date: *****

State Salary: 043198.00

Non-State Salary: 000000.00

Special Rate: 000000.00

Salary Override:

Agency Note:

Xmit:

000002 Screen Call-Up Complete -- Proceed

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.1	Page 1 of 3
Field Changes, Miscellaneous Section: Salary Adjustment	Subject: Personal Data (P3-A) Field Change	

- I. TRANSACTION NUMBER TRANSACTION TITLE
- PSE091 Field Change: Personal Data (P-3A)

II. FUNCTION/DESCRIPTION:

- A. When personal data (P-3A form) for a classified or faculty employee must be changed, and the change is not covered by a specific employee transaction, this transaction makes the appropriate changes in the employee's record on the Personnel Management Information System data base.
- B. If there are P-3 data items that must be corrected in addition to modification of P-3A data items, submit both the P-3 and P-3A requesting the PSE090 FIELD CHANGE: CLASSIFIED/FACULTY transaction to the Department of Human Resource Management.
- C. This transaction must be authorized by appropriate persons in the agency.

III. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for those agencies without data entry terminals.

IV. PROCEDURE:

- A. Enter transaction code:

PSE091

- B. Transmit.

You will see the P-3A Field Change Screen displayed with mandatory input fields designated by asterisks.

- C. Enter required data items.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.1	Page 2 of 3
Field Changes, Miscellaneous Section: Salary Adjustment	Subject: Personal Data (P3-A) Field Change	

- D. Tab cursor to End.
- E. Transmit.
- F. You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.1	Page 3 of 3
Field Changes, Miscellaneous Section: Salary Adjustment	Subject: Personal Data (P3-A) Field Change	

EXHIBIT I. Field Change: Personal Data (P-3A) Screen

```
PSE091,225620702          P3A FIELD CHANGE
-----
Agency..... 123          Position..... 00001
Soc-Sec/ID..... 22222222 / 270468      Trans-Efft-Date..... *****
-----
Last Name..... WILLIAMS          Sex / Race..... M - A
First Name..... SANDY          Veteran/Military..... N -
Middle Initial..... ...A          Birthdate..... 050447
Second Initial....          Handicap-Code.....
Suffix.....          Prior-St-Service.... 000
Addr-Line-1..... RT 2, BOX 18      Alien-Code..... C
Addr-Line-2.....          Nationality..... US
City..... GATE CITY          Fac-Sal-Avg.....
State..... VA          Appt-Org-Unit..... 000000
ZIP-Code / ZIP+4.... 24251 0000      Tenure-Contract..... .0
Residence Locality.. 169          Contract-Expire..... 00
State-Phone..... 8047759101          Degree-Code..... 0
Personal Title..... MR          Degree-Inst-Code.... 000000
New-Soc-Sec-Num... 22222222          Higher Education..... 00
E-Mail.....
O-Data
Ag-Not
End.....

000002 Screen Call-Up Complete - Proceed
```

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.2	Page 1 of 3
Field Changes, Miscellaneous Section: Salary Adjustments	Subject: Faculty Field Change	

I. <u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
PSE083	Faculty Field Change

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you change a faculty employee's PMIS record, by changing any data item on the Faculty Field Change Screen.
- B. Use the STATE-SAL, NON-STATE-SAL, and SPECIAL RATE data fields only to correct data input errors made on an employee's salary.

If you want to make salary adjustments that do not involve correcting data input errors, use the PSE205 Faculty Salary Adjustment transaction.

- C. This transaction may be used to transfer a faculty employee from one agency to another.
- D. This transaction must be authorized by appropriate persons in accordance with agency policy.

III. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

IV. PROCEDURE:

- A. Enter Transaction code:

PSEO83,NNNNNNNNNN
Or PSE083,E

Where NNNNNNNNNN = social security number
And E = employee ID number (length varies)

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.2	Page 2 of 3
Field Changes, Miscellaneous Section: Salary Adjustments	Subject: Faculty Field Change	

B. Transmit.

You will see the Faculty Field Change Screen displayed with mandatory input fields designated by asterisks. Refer to Exhibit I.

C. Enter appropriate data items. For valid code values, refer to the Code Tables (PMIS User's Manual, Volume I).

1. If the ORP Indicator is changed to 'Y', you must enter Prior and Current Service data, in months, as of the Transaction Effective Date.
2. If the ORP Indicator is already 'Y', and you wish to change data in either the Prior or Current Service field, you must enter data into both the Prior and Current Service fields.

NOTE: When the ORP Indicator is 'N', the ORP Total Service field will not be displayed and you cannot enter data into the Prior Service field.

NOTE: If the ORP Indicator is 'Y', you cannot enter data into the Anniv-Num, Next-Ann-Date, or Total Service fields.

D. Tab cursor to End.

E. Transmit.

You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.2	Page 3 of 3
Field Changes, Miscellaneous Section: Salary Adjustments	Subject: Faculty Field Change	

EXHIBIT I. Faculty Field Change Screen

```

PSE083          FACULTY FIELD CHANGE
-----07/20/2000 11:06:44
Agency..... 123          Position..... 00042
Soc-Sec-Num/ID..... 228366109/247651  Trans-Efft-Date.... *****
-----
New-Agency..... 123          New-Position..... 00042
Role-Code..... 61284        State-Phone..... 7574915142
Employee-Months... 12.00    Pos Separate Date.. 000000
Employee-Percent... 100.00  Appt-Expire-Date... 000000
Employee-Status.... F      Employee-Duration.  P
Pay-Schedule..... 24       Appt-Org-Unit..... 000000
State-Salary..... 043198.00 Tenure-Contract.... 0
Non-State-Salary.... 000000.00 Contract-Expire.... 00
Special-Rate..... 000000.00 Fac-Sal-Avg.....
Opt Retirement Ind... N     ORP Prior/Curr Serv  -   Mn.

Optional Data.....

Agency-Note.....

End.....

000002 Screen Call-Up Complete - Proceed
  
```

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.3	Page 1 of 3
Field Changes, Miscellaneous Section: Salary Adjustments	Subject: Agency Non-Routine	

I. <u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
PSE211	Agency Non-Routine

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you update salary information in the PMIS record of an employee receiving a special rate or non-state salary.
- B. Approval Authority:
 - 1. Agencies with conditional approval authority from DHRM must have this transaction authorized by appropriate persons within the agencies in accordance with applicable policies.
 - 2. All other agencies must have this transaction authorized by the Compensation Management section in DHRM before entry by DHRM.

III. USERS:

Agencies with conditional approval authority from DHRM may use this transaction. The use of this transaction is restricted to the Department of Human Resource Management for all other agencies.

IV. PROCEDURE:

- A. Enter transaction code:

PSE211,NNNNNNNNNN
Or PSE211,EEEEEE

Where NNNNNNNNNN = social security number
And EEEEEEE = employee ID number

- B. Transmit.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.3	Page 2 of 3
Field Changes, Miscellaneous Section: Salary Adjustments	Subject: Agency Non-Routine	

You will see the Agency Non-routine screen displayed with mandatory input fields designated by asterisks. See Exhibit I.

- C. Enter required data items. For valid code values, refer to the Code Tables (PMIS User's Manual, Volume I).
- D. Tab cursor to End.
- E. Transmit.
- F. You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.3	Page 3 of 3
Field Changes, Miscellaneous Section: Salary Adjustments	Subject: Agency Non-Routine	

EXHIBIT I. Agency Non-Routine Screen

```
PSE211
-----PER129PDB      05/26/2001 13:32:58
          AGENCY NON-ROUTINE

          Agency: 123      Dept of Military Affairs
          Position: 00042
ID:248975  Soc-Sec: 123-45-6789 Munster, Lily
          Role Code: 61284      Bldgs and Grounds Supt B

          Trans-Efft-Date: *****
          Non-State Salary: 000000.00
          Employee Status: F
          Employee Duration: P
          Employee Months: 12.00
          Employee Percent: 100.00
          Appt Expire Date: 000000
          Pos Separation Date: 000000
          Probation Expire Date: 000000
          Agency Note:

          Xmit:

000002 Screen Call-Up Complete -- Proceed
```

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.4	Page 1 of 3
Section: Field Changes, Miscellaneous Salary Adjustment	Subject: Faculty Salary Adjustments	

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
	PSE205	Faculty Salary Adjustment

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you change a faculty employee's PMIS record to reflect the salary as stated in the employee's contract. It also lets you record appropriate salary adjustments (i.e., special grant) that occur during the contract period.
- B. This transaction cannot be used to correct data input errors. Use PSE083 FACULTY FIELD CHANGE trans action to correct these errors.
- C. This transaction must be authorized by appropriate persons in accordance with applicable policies.

III. USERS:

All State agencies that have faculty employees and data entry terminals may use this transaction. The Department of Human Resource Management enters information for those agencies that have faculty employees, but do not have data entry terminals.

IV. PROCEDURE:

- A. Enter transaction code:

Or PSE205,NNNNNNNNN
PSE205,E

Where NNNNNNNNN = social security number
And E = employee ID number (length

varies)

- B Transmit.

You will see the Faculty Salary Adjustment Screen displayed with mandatory input fields designated by asterisks.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.4	Page 2 of 3
Field Changes, Miscellaneous Section: Salary Adjustment	Subject: Faculty Salary Adjustments	

- C. Enter required data items.
- D. Tab cursor to End.
- E. Transmit.
- F. You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

EXHIBIT I. Faculty Salary Adjustment Screen

PSE205:	FACULTY SALARY ADJUSTMENT	
----- 05/29/2001 13:50:08		
Agency.....	129	Position..... 00000
Soc-Sec-Num/ID.....	111111111/222222	Trans-Efft-Date..... 060101

State-Salary.....	31313.13	
Non-State-Salary....		
Special-Rate.....		
Agency-Note.....		
End.....		
000002 Screen Call-Up Complete -- Proceed		

I. TRANSACTION NUMBER

TRANSACTION TITLE

PSE201

Non-Routine Adjustment

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you change the PMIS record for a classified or faculty employee when that change is not covered by other specific employee transactions.
- B. This transaction is required for the following actions:
 - 1. Change in employee status; full-time to part-time and vice versa.
 - 2. Correction to incentive pay increase date.
 - 3. Salary action for a gubernatorial appointee.
- C. The P-3 requesting the PSE201 NON-ROUTINE ADJUSTMENT transaction must be forwarded to the Department of Human Resource Management.
- D. This transaction must be authorized by appropriate persons in accordance with applicable policies.

III. USERS:

The use of this transaction is restricted to the Department of Human Resource Management.

Field Changes, Miscellaneous

Section: Salary Adjustments

Subject: Non-Routine Adjustments

IV. PROCEDURE:

- A. Enter the Transaction Code:

PSE201,AAA,PPPPP

Where AAA is the agency code and PPPPP is the position number.

- B. Transmit.
- C. You will see the Non-routine Adjustment screen displayed. See Exhibit I. Mandatory data items are designated by asterisks.
- D. Enter appropriate data items.
- E. Tab cursor to end.
- F. Transmit.
- G. You will see the Transaction Complete message displayed when all data items are correct and the transaction has been accepted.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS

Number: 3-11.5

Page 3 of 3

Field Changes, Miscellaneous

Section: Salary Adjustments

Subject: Non-Routine Adjustments

EXHIBIT I.

Non-Routine Adjustment Screen

```
PSE201,229644199          NON-ROUTINE
----- PER129PDB  06/05/2001 14:08:27
Agency..... 123          Position..... 00016
Soc-Sec/ID. .... 229644199 / 272124  Trans-Efft-Date.... *****
-----
State-Salary..... 032653.00      PI-Review-Date..... 012500
Non-State-Salary....          PI-Type..... T
Special-Rate.....          Prob-Expire-Date....
Empl-Percent-Time... 100.00      Appt-Expire-Date....
Empl-Months..... 12.00          Empl-MS-Status.....
Empl-Status..... F              Salary-Override.....
Empl-Duration..... P            Percent-Override....
Pay-Schedule..... 24
-----
Agency-Note.....
Xmit.....
```

000002 Screen Call Up Complete Proceed

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.6	Page 1 of 3
Section: Field Changes, Miscellaneous Salary Adjustments	Subject: Recall	

I. <u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
PSE051	Recall

II. FUNCTION/DESCRIPTION:

- A. In accordance with the Layoff Policy, this transaction returns a classified employee who has been:
- demoted in lieu of layoff or
 - placed on leave without pay/layoff (organizational)
- to a position in the role held prior to the demotion or leave.
- B. This transaction can only be used by the agency or parent organization which initiated the demotion in lieu of layoff or leave without pay/layoff.
- C. This transaction will transfer a person within the previous employing agency or its parent organization or from a different agency. No transfer out/transfer in transactions are required.
- D. This transaction will remove an employee's name from the Recall/ Rehire List.

III. USERS

All State agencies with data entry terminals may use these transactions. The Department of Human Resource Management enters information for those agencies without data entry terminals.

IV. PROCEDURES:

- A. Enter transaction code:

PSE051,NNNNNNNNNN
Or PSE051,E

Where NNNNNNNNNN is the social security number
And E is the employee ID number (length varies)

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.6	Page 2 of 3
Field Changes, Miscellaneous Section: Salary Adjustments	Subject: Recall	

B. Transmit.

You will see the Recall Screen displayed with mandatory input fields designated by asterisks. (See Exhibit I.)

C. Enter required data. For valid code values, refer to the Code Tables (PMIS User's Manual, Volume I).

Note: Salary must always be entered manually.

D. Tab cursor to End.

E. Transmit.

F. You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.6	Page 3 of 3
Field Changes, Miscellaneous Section: Salary Adjustments	Subject: Recall	

EXHIBIT I. Recall Screen

PSE051,098765432		RECALL
Agency.....123	Position.....00095	
Soc-Sec-Num/ID.....098765432/123455	Trans-Efft-Date.....*****	

New Agency.....	New Position.....*****	
Role Code.....*****	State Phone.....8042252296	
Months.....12.00		
Percent.....100.00	Appt-Expire-Date....*****	
Status.....F	Duration.....P	
Pay Schedule....24	MS-Status.....	
	Comp Leave.....	
State-Salary.....*****	Percent Increase....*****	
Optional Data.....		
-or-		
Email.		
Agency Note.....		
End.....		
000002 Screen Call-up Complete - Proceed		

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.7	Page 1 of 3
Field Changes, Miscellaneous Section: Salary Adjustment	Subject: Terminate Recall Rights	

I. <u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
PSE052	Terminate Recall Rights

II. FUNCTION/DESCRIPTION:

- A. In accordance with the Layoff Policy, this transaction is used to terminate an active employee's recall right to the classification held prior to demotion in lieu of layoff or leave without pay/layoff.
- B. In order to effect this transaction, the employee must have been demoted in lieu of layoff or rehired from a leave without pay/layoff into a grade level lower than occupied prior to the leave. This transaction may only be used by the agency or parent organization which initiated the demotion in lieu of layoff or leave without pay/layoff.
- C. This transaction does not effect the employee's current status. It removes the employee's name from the Recall/Rehire List.
- D. This transaction must be authorized by appropriate personnel in accordance with the Layoff Policy.

III. USERS

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

IV. PROCEDURE:

- A. Enter transaction code:

PSE052,NNNNNNNNNN
Or PSE052, E

Where NNNNNNNNNN = social security number
And E = employee ID number (length varies)

- B. Transmit.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.7	Page 2 of 3
Field Changes, Miscellaneous Section: Salary Adjustment	Subject: Terminate Recall Rights	

You will see the Terminate Recall Rights Screen displayed with mandatory input fields designated by asterisks. (See EXHIBIT I.)

- C. Enter required data.
- D. Tab cursor to End.
- E. Transmit.
- F. You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.7	Page 3 of 3
Field Changes, Miscellaneous Section: Salary Adjustment	Subject: Terminate Recall Rights	

EXHIBIT I. Terminate Recall Rights Screen

```
PSE052,123456          TERMINATE RECALL RIGHTS
----- 05/26/2001 10:20:30
Agency..... 123*          Position..... 123456
Soc-Sec-Num..... 123456789/123456  Trans-Efft-Date..... *****
-----
Originating Agency..... ***
Originating Position.... *****
Class-Code..... *****
End.....
```

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.8	Page 1 of 3
Section: Field Changes, Miscellaneous Salary Adjustments	Subject: Field Change: Classified/Faculty	

I. TRANSACTION NUMBER

PSE090

TRANSACTION TITLE

Field Change: Classified/Faculty

II. FUNCTION/DESCRIPTION:

- A. When employee data (P-3 or P-3A) for a classified or faculty employee must be changed, and the change is not covered by a specific employee transaction, this transaction changes the employee's record on the Personnel Management Information System data base.
- B. Agency should request this transaction when P-3 data must be corrected, and when P-3A data must be modified in conjunction with P-3 data.
- C. This transaction must be authorized by appropriate persons in the agency.

III. USERS:

The use of this transaction is restricted to the Department of Human Resource Management.

IV. PROCEDURE:

- A. Enter Transaction Code:

PSE090,SSN
Or PSE090, EID

where SSN = Social Security Number
and EID = employee ID number (length varies)

- B. Transmit.
- C. You will see the Field Change screen displayed with mandatory input fields designated by asterisks. Refer to Exhibit I.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.8	Page 2 of 3
Field Changes, Miscellaneous Section: Salary Adjustments	Subject: Field Change: Classified/Faculty	

- D. Enter appropriate data items. For valid code values, refer to the Code Tables (PMIS User's Manual, Volume I).
- E. Tab cursor to End.
- F. Transmit.

You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.8	Page 3 of 3
Field Changes, Miscellaneous Section: Salary Adjustments	Subject: Field Change: Classified/Faculty	

EXHIBIT I. Field Change Screen

```

PSE090                                FIELD CHANGE
----- 05/23/2001 11:09:49
Agency..... 129                      Position..... 11111
Soc-Sec-Number/ID..... 11111111/22222  Trans-Efft-Date.... 052301
-----
State-Salary.. ....045,650.00  Next-Lv-Ann-Date... 120101  Last-Anniv-Num.. 20
Non-State-Sal... 000,000.00  Leave-Efft-Date.... ..000000  Leave-Code..... 0
Special-Rate..... 000,000.00  Leave-Retrn-Date.... 000000  IPP Probation...
Percent-Time.. ..100.00%     IPP Elig Date..... 120195  Pt-Type..... ..T
Months..... 12.00           Regr-Efft-Date..... 000000  Regrade-Type....
Status..... F               Sal-Review-Date.... 000000  Regrade-Steps...
Duration..... P             Appt-Expire-Date... 000000  Regr-Disapprov..
Pay-Schedule... 24          Reallocation-Due... 000000  Regr-Percent....
MS-Status.....              Probation-Expire... 000000  Pos-Fill-Rsn.... ....3
New-Soc-Sec... .111111111  Last-Sal-Change....011695  Prev-Agency..... 129
Role-Code..... 22222        Reinstat-Date..... 000000  Prev-Positn..... .....00000
New-Agency..... 129          Position-Begin..... 011695  Salary-Ovrride..
New-Position.... 11111      Position-Separate..000000  Percnt-Ovrride..
State-Begin..... 120171     State-Separate.... 000000  Role-Beg-Date..... 011695
                                IPP Action Date.... 000000
Agency-Note... Field Change*****
*****
End...

000002 Screen Call-Up Complete -- Proceed
  
```

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data are completed as appropriate.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.9	Page 1 of 3
Section: Field Changes, Miscellaneous Salary Adjustments	Subject: Retroactive Adjustment	

I. <u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
PSE231	Retroactive Adjustment

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you correct any data item on the P-3 and the Role and State Begin dates on the P-3A when the effective date of the change is earlier than the current date.
- B. This transaction does not effect changes in the employee history file.
- C. Use this transaction when P-3 data must be corrected retroactively, and when P-3A data must be modified in conjunction with P-3 data.
- D. This transaction must be authorized by the appropriate people in the agency in accordance with applicable policies.

III. USER:

The use of this transaction is restricted to the Department of Human Resource Management.

IV. PROCEDURE:

- A. Enter Transaction Code:

PSE231,SSN

Or PSE231,EID (length varies)

where SSN = Social Security Number
and EID = Employee ID Number

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.9	Page 2 of 3
Field Changes, Miscellaneous Section: Salary Adjustments	Subject: Retroactive Adjustment	

- B. Transmit. You will see the Retroactive Adjustment screen displayed, with mandatory input fields designated by asterisks. Refer to Exhibit I.
- C. Enter appropriate data items. For valid code values, refer to the Code Tables (PMIS User's Manual, Volume I).
- D. Tab cursor to End.
- E. Transmit.

You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.9	Page 3 of 3
Field Changes, Miscellaneous Section: Salary Adjustments	Subject: Retroactive Adjustment	

Exhibit I. Retroactive Adjustment Screen

```

PSE231          RETROACTIVE ADJUSTMENT
----- 05/23/2001 11:10:29
Agency..... 129          Position..... 11111
Soc-Sec/ID..... 111111111/222222  Trans-Efft-Date..... 042301
-----
State-Salary..... 046,650.00  Next-Lv-Ann-Date... 120101  Last-Anniv-Num.. 20
Non-State-Sal..... 000,000.00  Leave-Efft-Date..... 000000  Leave-Code..... 0
Special-Rate..... 000,000.00  Leave-Retrn-Date.... 000000  IPP Probation....
Percent-Time..... 100.00%    IPP Elig Date..... 120195  PI-Type..... T
Months..... 12.00          Regr-Efft-Date..... 000000  Regrade-Type....
Status..... F              Sal-Review-Date..... 000000  Regrade-Steps...
Duration..... P            Appt-Expire-Date.... 000000  Regr-Disapprov..
Pay-Schedule..... 24       Reallocation-Due.... 000000  Regr-Percent....
MS-Status.....            Probation-Expire..... 000000  Pos-Fill-Rsn..... 3
New-Soc-Sec..... 111111111  Last-Sal-Change..... 011695  Prev-Agency..... 129
Role-Code.... .....71132    Reinstat-Date..... 000000  Prev-Positn..... 00000
New-Agency..... 129         Position-Begin..... 011695  Salary-Ovrride..
New-Position..... 11111     Position-Separate... 000000  Percnt-Ovrride..
State-Begin..... 120171     State-Separate..... 000000  Role-Beg-Date... 011695

Agency-Note... Retroactive Adjustment*****
*****
End...

000002 Screen Call-Up Complete -- Proceed
  
```

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.10	Page 1 of 1
Section: Field Changes, Miscellaneous Salary Adjustments	Subject: Update Leave, Anniversary, and Separation Dates	

I. <u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
PSE314	Update Leave Anniversary Date and Separation Date

II. FUNCTION/DESCRIPTION:

A. This transaction lets you change the following for separated classified or faculty employees:

- State Separation Date,
- Next Leave Anniversary Date,
- Last Anniversary Number.

B. This transaction must be authorized by the appropriate people in the agency in accordance with applicable policies.

III. USERS:

This transaction is restricted to the Department of Human Resource Management.

IV. REQUIRED DATA ITEMS:

Social Security Number or Employee ID Number

Also required are the data items that should be changed.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.11	Page 1 of 3
Field Changes, Miscellaneous Section: Salary Adjustments	Subject: Employee Re-establish	

I. <u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
PSE089	Employee Re-establish

II. FUNCTION/DESCRIPTION:

- A. This transaction is used when an employee record has been removed from the PMIS database and now needs to be re-established.
- B. This transaction must be authorized by appropriate persons in accordance with applicable policies.

III. USERS:

All State agencies may use this transaction.

IV. PROCEDURE:

- A. Enter Transaction code:

PSE089,SSN
Or PSE089,EID

where
and

SSN = Social Security Number
EID = employee ID number (length varies)

- B. Transmit.

You will see the P3 Field Change Screen displayed, with mandatory input fields designated by asterisks. Refer to Exhibit I.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.11	Page 2 of 3
Field Changes, Miscellaneous Section: Salary Adjustments	Subject: Employee Re-establish	

- C. Enter appropriate data items. For valid code values, refer to the Code Tables (PMIS User's Manual, Volume I).

NOTE: For faculty, if the ORP Indicator is 'Y', you cannot enter data into the Anniv-Num and Next-Ann-Date fields.

- D. Tab cursor to end.
- E. Transmit.

You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.11	Page 3 of 3
Field Changes, Miscellaneous Section: Salary Adjustments	Subject: Employee Re-establish	

EXHIBIT I. P3 Field Change Screen

PSE089		P3 FIELD CHANGE	
-----		05/18/2001 11:20:29	
Agency.....	129	Position.....	00000
Soc-Sec-Number.....	111111111/222222	Trans-Efft-Date.....	051801

State-Salary.....	029,957.00	Next-Lv-Ann-Date..	090195
Non-State-Sal...	000,000.00	Leave-Efft-Date....	000000
Special-Rate.....	000,000.00	Leave-Retrn-Date..	000000
Percent-Time....	100.00%	PI Elig Date.....	112501
Months.....	12.00	Regr-Efft-Date.....	000000
Status.....	F	Sal-Review-Date...	000000
Duration.....	P	Appt-Expire-Date...	000000
Pay-Schedule....	24	Reallocation-Due...	000000
MS-Status.....		Probation-Expire...	000000
New-Soc-Sec....	121212121	Last-Sal-Change...	120193
Role-Code.....	22222	Reinstate-Date.....	000000
New-Agency.....	129	Position-Begin.....	..031693
New-Position....	11111	Position-Separate..	000000
State-Begin.....	082685	State-Separate.....	000000
		Last-Anniv-Num..	05
		Leave-Code.....	0
		Probation...	
		Pl-Type.....	T
		Regrade-Type....	
		Regrade-Steps...	
		Regr-Disapprov..	
		Regr-Percent....	
		Pos-Fill-Rsn....	3
		Prev-Agency.....	129
		Prev-Positn.....	08225
		Salary-Ovrride..	
		Percnt-Ovrride..	
		Role-Beg-Date..	031693
Agency-Note... EMPLOYEE REESTABLISH*****			

End...			
000002 Screen Call-Up Complete -- Proceed			

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.14	Page 1 of 3
Field Changes, Miscellaneous Section: Salary Adjustments	Subject: Agency Acting Pay	

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
	PSE216	Agency Acting Pay

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you establish and maintain acting pay salary for an employee. This transaction also lets you extend the appointment expiration date.
- B. Use this transaction when acting pay is entered as a special rate, that is, state salary does not change. If state salary will change, use PSE065 (In-Band Adjustment).

III. USERS:

All state agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

V. PROCEDURE:

A. Enter Transaction Code:

PSE216,NNNNNNNNNN
Or PSE216,E

Where NNNNNNNNNN = social security number
And E = employee ID number (length varies)

B. Transmit.

You will see the Agency Acting Pay Screen displayed, with mandatory input fields designated by asterisks. Refer to Exhibit I.

C. Enter appropriate data items.

D. Tab cursor to End.

E. Transmit.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.14	Page 2 of 3
Field Changes, Miscellaneous Section: Salary Adjustments	Subject: Agency Acting Pay	

You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.14	Page 3 of 3
Field Changes, Miscellaneous Section: Salary Adjustments	Subject: Agency Acting Pay	

EXHIBIT I. Agency Acting Pay Screen

```
PSE216,123456789
----- 06/11/2001 15:28:10
          AGENCY ACTING PAY

Agency..... 123      Dept of Military Affairs
Position..... 00076    Security Officer Supervisor
Soc-Sec/ID..... 123456789/654321 Munster, Herman
Trans-Efft-Date..... *****

Acting Pay..... 034500.00
Employee Duration... P
Appt Expire Date..... 123100

Agency Note.....
```

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.15	Page 1 of 3
Field Changes, Miscellaneous Section: Salary Adjustments	Subject: Agency Special Rate	

- | I. | <u>TRANSACTION NUMBER</u> | <u>TRANSACTION TITLE</u> |
|----|---------------------------|--------------------------|
| | PSE217 | Agency Special Rate |

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you enter special rates for purposes other than acting assignments (for example, Shift Differentials, Competitive Supplements).
- B. This transaction must be authorized by the appropriate persons in accordance with the P-14 process.
- C. The authorization number (assigned by the agency) located in the upper right corner of the P-14 form is required to complete this transaction.

III. USERS:

All state agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

IV. PROCEDURE:

- A. Enter Transaction Code:

PSE217,NNNNNNNNNN
Or PSE217,E

Where NNNNNNNNNN = social security number
And E = employee ID number (length varies)

- B. Transmit.
- C. You will see the Agency Special Rate Call-Up Screen displayed with mandatory input fields designated by asterisks. Refer to Exhibit I.
- D. Enter appropriate data items.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.15	Page 2 of 3
Field Changes, Miscellaneous Section: Salary Adjustments	Subject: Agency Special Rate	

E. Tab cursor to End.

F. Transmit.

You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.15	Page 3 of 3
Field Changes, Miscellaneous Section: Salary Adjustments	Subject: Agency Special Rate	

EXHIBIT I. Agency Special Rate Call-Up Screen

PSE217

----- PER129PDB 06/06/2001 13:27:54

AGENCY SPECIAL RATE

Agency..... 123 Dept of Military Affairs
Position..... 00014 Admnstrve Prgm Specialst III
Soc-Sec/ID..... 260111847 / 273684 JONES, LAROSE E
Trans-Efft-Date..... *****

Special Rate..... 000000.00
Employee Duration... P
Appt Expire Date....
Authorization.....

Agency Note.....

End.....

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.17	Page 1 of 3
Field Changes; Section: Misc. Salary Adjustments	Subject: Employee Change to Exempt Role	

I. TRANSACTION NUMBER

TRANSACTION TITLE

PSE399

Employee Change to Exempt Role

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you change a filled position to an exempt role.
- B. This transaction invokes PSP399 (Employee Change to Exempt Role). The employee and position records will be updated.
- C. This transaction must be authorized by appropriate persons in accordance with applicable policies.

III. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

IV. PROCEDURE:

- A. Enter transaction code:

PSE399

- B. Transmit.

You will see the Employee Change to Exempt Role data entry screen displayed, with mandatory input fields designated by asterisks. See Exhibit I.

- C. Enter appropriate data items. For valid code values, refer to the Code Table. (See PMIS User's Manual, Volume I.)The following data items are new:

- Role Code

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-11.17	Page 2 of 3
Field Changes; Section: Misc. Salary Adjustments	Subject: Employee Change to Exempt Role	

- SOC Code: Standard Occupational Classification Code
(Enter "0" (zero), followed by the old class code.)

- D. Tab cursor to End.
- E. Transmit.
- F. You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

EXHIBIT I. Employee Change to Exempt Class

```
PSP399      EMPLOYEE CHANGE TO EXEMPT CLASS
----- 07/14/2000 14:09:42

Agency..... ***
Position..... *****
Role Code..... *****
Trans Efft Date.... *****

New Role Code..... *****
New SOC Code..... *****

State Salary..... *****
Special Rate..... 000000.00
Xmit.....

000002 Screen Call-Up Complete - Proceed
```

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.1	Page 1 of 4
Section: Leaves	Subject: Leave Without Pay, Suspension	

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
	PSE120	Suspension - Violation Standards of Conduct
	PSE121	Suspension - With Pay
	PSE130	LWOP - Military
	PSE131	LWOP - Ill Health
	PSE132	LWOP - Education
	PSE133	LWOP - Home Responsibilities
	PSE134	LWOP - Other

II. FUNCTION/DESCRIPTION:

- A. The LWOP transactions let you place a classified or faculty employee in an inactive status for a specified period of time. They also indicate the reason for the inactive status.
- B. The Suspension transactions let you place a classified (not faculty) employee in an inactive status for a specified period of time. They also indicate the reason for the inactive status.
- C. These transactions also allow a replacement to occupy the employee's position for the period of leave without pay.
- D. Agencies are notified of expiring leaves through the PSP505 Expiring Positions, Employee Appointments, Leaves and Reallocations Report thirty (30) days prior to expiration. The employee's name remains on the report until the leave is extended, or employee is reinstated or separated.
- E. Based on rules governing leaves without pay, PMIS calculates the dollar value for annual and compensatory leave balances and prints the values in the Agency Note section at the bottom of the P-3.
- F. The transactions must be authorized by appropriate persons in accordance with applicable policies.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS

Number: 3-12.1

Page 2 of 4

Section: Leaves

Subject: Leave Without Pay, Suspension

III. USERS:

All State agencies with data entry terminals may use these transactions. The Department of Human Resource Management enters information for those agencies without data entry terminals.

IV. PROCEDURES:

A. Enter appropriate transaction code:

SUSPENSION - VIOLATION STANDARDS OF CONDUCT	PSE120
SUSPENSION - WITH PAY	PSE121
LWOP -MILITARY	PSE130
LWOP -ILL HEALTH	PSE131
LWOP -EDUCATION	PSE132
LWOP -HOME RESPONSIBILITIES	PSE133
LWOP -OTHER	PSE134

B. Transmit.

You will see the appropriate data entry displayed, with mandatory input fields designated by asterisks.

C. Enter required data items.

Note that, for LWOP, the Return Date can be up to two years from the effective date.

Enter the data items listed below as indicated for classified and faculty employees.

1. Classified:

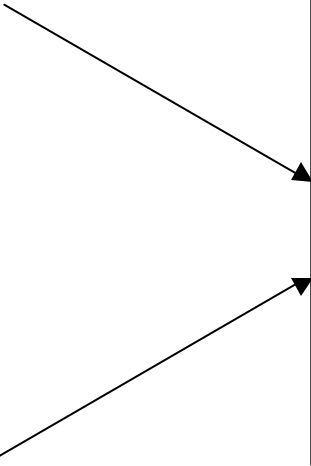
- | | |
|-----------------|---|
| a. Annual Leave | - If employee is eligible and elects, according to rules governing leaves without pay, to be paid for annual leave balance, enter the actual number of hours accumulated. |
|-----------------|---|

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.1	Page 3 of 4
Section: Leaves	Subject: Leave Without Pay, Suspension	

The hours entered cannot exceed the maximum allowed by the rules governing annual leave.

- b. Compensatory Leave - If employee is eligible and elects, according to rules governing leaves without pay, to be paid for compensatory leave balance, enter the actual number of hours accumulated.

2. Faculty:

- a. Annual Leave - According to each agency's rules governing payment of leave balances for faculty, enter the actual number of hours for which the employee is eligible to be paid. For those agencies that do not pay for leave balances, do not enter any information in these fields.
 - b. Compensatory Leave -
- 

D. Tab cursor to End.

E. Transmit.

- F. You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

EXHIBIT I. Suspension/Leave Without Pay Screen

Each suspension and leave without pay transaction follows the screen format below.

```
PSE130          LEAVE WITHOUT PAY - MILITARY
----- 05/18/2001 10:06:37
Agency..... 129          Position..... 22222
Soc-Sec/ID..... 11111111/222222  Trans-Efft-Date..... 060101
-----
Annual-Leave.....
Comp-Leave.....
Leave-Return-Date... 060102
Agency-Note.....

End.....

000002 Screen Call-Up Complete - Proceed
```

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

I. TRANSACTION NUMBER

TRANSACTION TITLE

PSE127

Leave Without Pay - Layoff
(Temporary Work Force Reduction)

PSE128

Leave Without Pay – Layoff
(Organizational)

II. FUNCTION/DESCRIPTION:

- A. These transactions let you place a classified employee in an inactive status for a limited period of time as a result of layoff.
- A. The PSE127 LEAVE WITHOUT PAY - LAYOFF (TEMPORARY WORK FORCES REDUCTION) transaction lets you remove an employee from active service for a temporary workforce reduction of less than four calendar months.
 - 1. The employee may not remain in this status longer than four calendar months.
 - 2. Agencies are notified of expiring leaves through the PSP505 Expiring Positions, Employee Appointments, Leaves and Reallocations Report 30 days prior to expiration. The leave period may not be extended.
- B. The PSE128 LEAVE WITHOUT PAY - LAYOFF (ORGANIZATIONAL) transaction lets you remove an employee from active status in accordance with the Layoff Policy.
 - 1. This transaction is used only when the employee is entitled to recall rights in accordance with the Layoff Policy.
 - 2. The employee remains in this status for 12 months unless precluded by rehire or separation.
 - 3. This transaction allows a replacement to occupy the employee's position.

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.2	Page 2 of 4
Section: Leaves	Subject: Leave Without Pay/Layoff	

4. The employee's name and pertinent information will appear on the next Recall/Rehire List.
5. If the employee has not returned to State service within the leave period, the employee's name will appear on the PSP505 Expiring Positions, Employee Appointments, Leaves and Reallocations Report 30 days prior to the expiration date.
 - a. The employee's leave cannot be extended. The agency must initiate the PSE115 SEPARATED LAYOFF LEAVE EXPIRED transaction to remove the employee from State service in accordance with the Layoff Policy.
 - b. The employee's name will also be removed from the next Recall/Rehire List.
- C. PMIS calculates the dollar value for annual and compensatory leave balances in accordance with the rules governing leaves without pay and prints the values in the Agency Note section at the bottom of the P-3.
- D. These transactions must be authorized by appropriate persons in accordance with applicable policies.

III. USERS:

All State agencies with data entry terminals may use these transactions. The Department of Human Resource Management enters information for State agencies without data entry terminals.

IV. PROCEDURE:

A. Enter transaction code:

LWOP - LAYOFF (TEMPORARY WORKFORCE REDUCTION)	PSE127
LWOP - LAYOFF (ORGANIZATIONAL)	PSE128

B. Transmit.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.2	Page 3 of 4
Section: Leaves	Subject: Leave Without Pay/Layoff	

You will see the appropriate data entry screen displayed with mandatory input fields designated by asterisks.

C. Enter required data items.

Note: Enter the data items listed below as indicated.

1. Annual Leave - If employee is eligible and elects, according to rules governing leaves without pay, to be paid for annual leave balance, enter the actual number of hours accumulated. The hours entered cannot exceed the maximum allowed by the rules governing annual leave.
2. Compensatory Leave - If employee is eligible and elects, according to rules governing leaves without pay, to be paid for compensatory leave balance, enter the actual number of hours accumulated.

D. Tab cursor to End.

E. Transmit.

F. You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

EXHIBIT I. Leave Without Pay Layoff – Organizational Screen

Each leave without pay/layoff transaction follows the screen format below with appropriate transaction title and number.

PSE128	LEAVE WITHOUT PAY (ORGANIZATIONAL)	
-----		05/18/2001 10:03:26
Agency.....	129	Position..... 22222
Soc-Sec/ID.....	111111111/222222	Trans-Efft-Date..... 053101

Annual-Leave.....		
Comp-Leave.....		
Leave-Return-Date... 070101		
Agency-Note.....		
End.....		
000002 Screen Call-Up Complete - Proceed		

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.3	Page 1 of 4
Section: Leave	Subject: Educational/Accumulated Leave with Pay	

I. <u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
PSE030	Educational Leave With Pay
PSE031	Accumulated Leave With Pay

II. FUNCTION/DESCRIPTION:

- A. These transactions let you place a classified or faculty employee on accumulated leave (annual, compensatory, sick, workmen's compensation) or educational leave with pay for a specified period of time. These transactions also allow a replacement to occupy the employee's position for the period of leave with pay.
- B. These transactions also calculate the annual salary to be paid to the employee while on leave. The salary computation is based on employee's percent time and employee's annual salary as recorded on the data base.
 - 1. Employee percent time is the percentage of the total annual salary the employee is to be paid while on leave.
 - 2. The salary figure is printed in the State Salary column on the P-3.
- C. Based on rules governing leaves with pay, PMIS calculates the dollar value for annual and compensatory leave balances. PMIS prints the dollar values in the Agency Note section at the bottom of the P-3.
- D. Agencies are notified of expiring leaves through the PSP505 Expiring Positions, Employee Appointments, Leaves and Reallocations Report thirty (30) days prior to expiration. The employee's name remains on the report until the leave is extended, or the employee is reinstated or separated.
- E. This transaction must be authorized by appropriate persons in accordance with applicable policies.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.3	Page 2 of 4
Section: Leave	Subject: Educational/Accumulated Leave with Pay	

IV. USERS:

All State agencies with data entry terminals may use these transactions. The Department of Human Resource Management enters information for State agencies without data entry terminals.

V. PROCEDURE:

A. Enter transaction code:

EDUCATIONAL LEAVE WITH PAY	PSE030
ACCUMULATED LEAVE WITH PAY	PSE031

B. Transmit.

You will see the data entry screen displayed, with mandatory input fields designated by asterisks.

C. Enter appropriate data items as indicated below.

EDUCATIONAL LEAVE

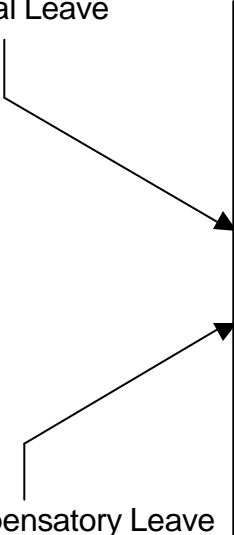
1. Classified:

- | | |
|-----------------|---|
| a. Annual Leave | - If employee is eligible and elects, according to rules governing leaves with pay, to be paid for annual leave balance, enter the actual number of hours accumulated. The hours entered cannot exceed the maximum allowed by the rules governing annual leave. |
|-----------------|---|

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.3	Page 3 of 4
Section: Leave	Subject: Educational/Accumulated Leave with Pay	

- b. Compensatory Leave - If employee is eligible and elects, according to rules governing leaves with pay, to be paid for compensatory leave balance, enter the actual number of hours accumulated.

2. Faculty:

- a. Annual Leave - According to each agency's rules governing payment of leave balances for faculty, enter the actual number of hours for which the employee is eligible to be paid. For those agencies that do not pay for leave balances, do not enter any information in these data fields.
- b. Compensatory Leave -
- 
- A vertical line is positioned between the two list items. From the text 'Annual Leave', a line extends downwards and then diagonally to the right, ending in an arrowhead pointing to the vertical line. From the text 'Compensatory Leave', a line extends upwards and then diagonally to the right, ending in an arrowhead pointing to the vertical line.

ACCUMULATED LEAVE - Classified and Faculty

Do not enter any information in the data fields for annual leave and compensatory leave.

- D. Tab cursor to End.
- E. Transmit.
- F. You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.3	Page 4 of 4
Section: Leave	Subject: Educational/Accumulated Leave with Pay	

EXHIBIT I. Educational/Accumulated Leave with Pay Screen

```
PSE030          EDUCATIONAL LEAVE WITH PAY
----- 05/30/2001 10:07:31
Agency..... 129          Position..... 00000
Soc-Sec-Num/ID..... 111111111/222222  Trans-Efft-Date.... 010101
-----
Annual-Leave.....
Comp-Leave.....
Leave-Return-Date... 060193
Empl-Percent-Time... 050.00
Agency-Note.....

End.....
```

000002 Screen Call-Up Complete -- Proceed

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.4	Page 1 of 5
Section: Leave	Subject: Leave Extension	

I. <u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
PSE033	Leave Extension

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you extend the original leave period of a classified or faculty employee.
- B. This transaction may be used to extend all types of leave except the following:
- leave without pay – layoff
 - leave without pay - suspension.
- C. Based on rules governing the payment of annual and compensatory leave balances when an employee goes on leave, PMIS calculates the dollar value of the leave balances. PMIS prints the dollar values in the Agency Note section at the bottom of the P-3.
- D. The effective date (Trans-Efft-Date) of this transaction is the date the leave extension is to be effective. Generally, this will be the original leave return date. On the agency's emailed P-3 the original leave code and leave effective date are unchanged, but the leave return date is the new date to which the leave is extended. The leave extension effective date is the date entered as the Trans-Efft-Date.
- E. Agencies are notified of expiring leaves through the PSP505 Expiring Positions, Employee Appointments, Leaves and Reallocations Report thirty (30) days prior to expiration. The employee's name remains on the report until the leave is extended, or employee is reinstated or separated.
- F. This transaction must be authorized by appropriate persons in accordance with applicable policies.

III. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

V. PROCEDURE:

A. Enter transaction code:

Or PSE033,NNNNNNNNN
 PSE033,E

Where NNNNNNNNN = social security number
And E = employee ID number (length varies)

B. Transmit.

You will see the Leave Extension Screen displayed, with mandatory input fields designated by asterisks.

C. Enter appropriate data items as indicated below.

EDUCATIONAL LEAVE WITH PAY/LEAVES WITHOUT PAY

1. Classified:

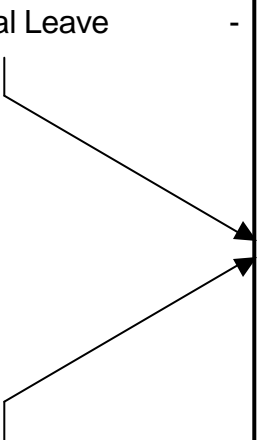
- | | |
|-----------------------|--|
| a. Annual Leave | - If employee is eligible and elects, according to rules governing leaves without pay, to be paid for annual leave balance, enter the actual number of hours accumulated. The hours entered cannot exceed the maximum allowed by the rules governing annual leave. |
| b. Compensatory Leave | - If employee is eligible and elects, according to rules governing leaves |

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.4	Page 3 of 5
Section: Leave	Subject: Leave Extension	

without pay, to be paid
for compensatory leave
balance, enter the actual
number of hours
accumulated.

2. Faculty:

- a. Annual Leave - According to each agency's rules governing payment of leave balances for faulty, enter the actual number of hours for which the employee is eligible to be paid. For those agencies that do not pay for leave balances, do not enter any information in these data fields.
- b. Compensatory Leave -
- 

ACCUMULATED LEAVE (WITH PAY) - Classified and Faculty

Do not enter any information in the data fields for annual leave and compensatory leave.

- D. Tab cursor to End.
- E. Transmit.
- F. You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

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Chapter: EMPLOYEE TRANSACTIONS

Number: 3-12.4

Page 5 of 5

Section: Leave

Subject: Leave Extension

EXHIBIT I. Leave Extension Screen

PSE033

LEAVE EXTENSION

----- 05/31/2001 10:08:11
Agency..... 129 Position..... 00000
Soc-Sec-Num..... 11111111/222222 Trans-Efft-Date.... 053101

Annual-Leave.....
Comp-Leave.....
Leave-Return-Date... 061501
Agency-Note.....

End.....

000002 Screen Call-Up Complete - Proceed

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.5	Page 1 of 3
Section: Leave	Subject: Mobility Leave	

I. <u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
PSE032	Mobility Leave

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you place a classified or faculty employee on Mobility Leave. Mobility Leave is a leave category that lets an employee remain in PMIS while working for the Federal government or other non-State governmental agency. The employee also retains rights to State employee benefits.
- B. The agreement between the employee's agency and employing entity may result in data base changes as follows:
1. State Salary must reflect the amount of State money paid an employee through the State payroll system.
 2. Non-State Salary must reflect the dollar amount paid an employee through the State payroll system that is reimbursed by the employing entity.
 3. Special Rate must reflect any special rate an employee is paid.
 4. Employee Percent Time must reflect the percentage of an employee's total cost that the State is paying while employee is on Mobility Leave. Percent time also represents the full-time equivalent (F.T.E.) of an employee for manpower reporting. In the following example the State is paying for the individual's fringe benefits:

Salary	\$10,000
Fringe Benefits	<u>1,200</u>
Total Cost	\$11,200
Percent Time/F.T.E. $\frac{1,200}{\$11,200} = 11\%$	

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.5	Page 2 of 3
Section: Leave	Subject: Mobility Leave	

- C. This transaction must be authorized by appropriate persons in the agency.

IV. USERS:

The use of this transaction is restricted to the Department of Human Resource Management.

V. PROCEDURE:

- A. Enter Transaction Code:

PSE032,NNNNNNNNNN
Or PSE032,E

where NNNNNNNNNN = social security number
and E = employee ID number (length varies)

- B. Transmit.
- C. The Mobility Leave screen appears, with mandatory input fields designated by asterisks. Refer to Exhibit I.
- D. Enter appropriate data items. For valid code values, refer to the Code Tables (PMIS User's Manual, Volume I).
- E. Tab cursor to End.
- F. Transmit.

You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.5	Page 3 of 3
Section: Leave	Subject: Mobility Leave	

EXHIBIT I. Mobility Leave Screen

```
PSE032                MOBILITY LEAVE
----- 05/31/2001 11:09:10
Agency..... 129                Position..... 11111
Soc-Sec-Number/ID..... 11111111/222222    Trans-Efft-Date.... 012301
-----
State-Salary.. 045,650.00 Next-Lv-Ann-Date... 120101  Last-Anniv-Num.. 20
Non-State-Sal. 000,000.00 Leave-Efft-Date.... 071294  Leave-Code..... 6
Special-Rate.. 000,000.00 Leave-Retrn-Date.... 080194  IPP Probation...
Percent-Time.. 100.00%  IPP Elig Date..... 120195  PI-Type..... T
Months..... 12.00  Repr-Efft-Date.... 000000  Regrade-Type....
Status..... f      Sal-Review-Date.... 000000  Regrade-Steps...
Duration..... P      Appt-Expire-Date... 000000  Repr-Disapprov..
Pay-Schedule.. 24      Reallocation-Due... 000000  Repr-Percent....
MS-Status.....      Probation-Expire... 000000  Pos-Fill-Rsn.... 3
New-Soc-Sec... 223725497 Last-Sal-Change.... 011695  Prev-Agency..... 129
Role-Code.... 71132      Reinstat-Date.... 000000  Prev-Positn..... 00000
New-Agency.... 129      Position-Begin..... 011695  Salary-Ovrride..
New-Position.. 11111      Position-Separate.. 000000  Percnt-Ovrride..
State-Begin... 120171      State-Separate.... 000000  Role-Beg-Date.. 011695

Agency-Note... Mobility Leave*****
***** End...
```

000002 Screen Call-Up Complete -- Proceed

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.6	Page 1 of 3
Section: Leaves	Subject: Employee Leave Balance Update	

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
	PSE315	Employee Leave Balance Update

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you update the leave balances to be paid to classified and faculty employees.
- B. This transaction only updates leave balances that have been entered into an employee's PMIS record because the employee requested payment. It does not update normal leave data contained in the Statewide Leave Accounting System (SLAS).
- C. The leave balance data entered into PMIS for an employee provides the Department of Accounts, Payroll Section with verification data on the amount of leave for which the employee has requested payment.
- D. The circumstances under which an employee may request leave payments and the amount of payment are governed by state policies.
- D. This transaction can update leave balance data for any current employee record, or any employee record on the PMIS history file.
- E. This transaction must be authorized by appropriate persons in accordance with applicable policies.

III. USERS:

Use of this transaction is restricted to DHRM.

IV. PROCEDURE:

- A. Display PSE305 (Active Employee – Current Display) or PSE309 (Active Employee Transaction History Summary). Enter Transaction Code:

PSEXXX,SSN
Or PSEXXX,EID

SSN = Social Security Number
EID = Employee ID Number

- B. Transmit. You will see the appropriate display.
- C. Enter Transaction Code:

PSE315

- C. You will see the Employee Leave Balance Update screen. Refer to Exhibit I.
- D. Enter appropriate data items.
- E. Tab cursor to Xmit.
- F. Transmit.

You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

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Chapter: EMPLOYEE TRANSACTIONS

Number: 3-12.6

Page 3 of 3

Section: Leaves

Subject: Employee Leave Balance Update

Exhibit I. Employee Leave Balance Update Screen

```
PSE315,2288888888      EMPLOYEE LEAVE BALANCE UPDATE
----- 06/06/2001 15:21:53
      ID: 226130      Name: SMITH, JEFFREY L
-----

Annual Hours: 000.00      Comp Hours: 000.00      Sick Leave: 0000.00
Annual Amount: 00000.00  Comp Amount: 00000.00  Sick Amount: 00000.00

                        Xmit:

                        Agency: 123
                        Class: 79092
Last Anniversary Number: 05
Employee Months: 12.00
Employee Percent: 100.00
State Salary: 023361.00
Non-State Salary: 000000.00
Special Rate: 000000.00
Trans Efft Date: 12/25/2000
State Begin Date: 10/04/1993

000002 Screen Call-Up Complete -- Proceed
```

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.7	Page 1 of 2
Section: Leaves	Leave Without Pay - Subject: Family and Medical Leave	

I. TRANSACTION NUMBER

TRANSACTION TITLE

PSE135

Leave Without Pay -
Family and Medical Leave

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you place a classified employee on unpaid Family and Medical Leave.
- B. PMIS will make the initial determination that the employee's service meets the 12- month eligibility requirement.
- C. The application and use of this transaction is based on the Family and Medical Leave policy (4.20).
- D. Employees placed on leave with this transaction will have a leave code of "9" in the Leave code field on the Employee Display, PSE305.

III. USERS:

All state agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for those agencies without data entry terminals.

IV. PROCEDURE:

- A. Enter the Transaction Code:

PSE135

- B. Transmit.

You will see the Family and Medical Leave Screen displayed with mandatory input fields designated by asterisks. See Exhibit I.

- C. Enter required data items.

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.7	Page 2 of 2
Section: Leaves	Leave Without Pay - Subject: Family and Medical Leave	

D. Tab cursor to End.

E. Transmit.

You will see the "Transaction Complete" message displayed when all data items are valid and the transaction is accepted.

EXHIBIT I. LWOP – Family and Medical Leave Screen

PSE135	LWOP - FAMILY AND MEDICAL LEAVE	
----- 05/12/2001 11:42:26		
Agency.....	999	Position.....99999
Soc-Sec-Num/ID.....	987654321/123456	Trans-Efft-Date.... *****

Annual-Leave.....		
Comp-Leave.....		
Leave-Return-Date...	*****	
Agency-Note.....		
End.....		
000002 Screen Call-Up Complete - Proceed		

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Chapter: EMPLOYEE TRANSACTIONS

Number: 3-12.8

Page 1 of 3

Section: Leaves

Subject: VSDP Update

I. TRANSACTION NUMBER

TRANSACTION TITLE

PSE088

VSDP Update

II. FUNCTION/DESCRIPTION:

This transaction is used to correct errors related to VSDP. (Originally, it was used when the Virginia Sickness and Disability Program (VSDP) was first introduced, to enroll then-current eligible employees).

III. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

IV. PROCEDURE:

A. Enter transaction code:

PSE088,NNNNNNNNNN
Or PSE088,E

where NNNNNNNNNN = Social Security Number
and E = employee ID number (length varies)

B. Transmit.

You will see the VSDP Update Screen displayed with mandatory input fields designated by asterisks. Refer to Exhibit I.

C. Enter appropriate data items.

D. Tab cursor to end.

E. Transmit.

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.8	Page 2 of 3
Section: Leaves	Subject: VSDP Update	

You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

EXHIBIT 1. VSDP Update Screen

PSE088,121212121	VSDP UPDATE
----- 06/04/2001 09:28:06	
Agency: 123	Department of Military Affairs
Position: 000008	Fiscal Assistant
Soc-Sec: 121212121	MUNSTER, LILY
ID: 288901	
VSDP (Y/N): Y	
VSDP Service Date: 022599	
Xmit:	
VSDP SERVICE DATE	
The date entered should be the "Human Resource Department Certification VSDP State Service Months as of" date from the VRS form "1999 Open Enrollment for Commonwealth of Virginia Sickness and Disability Program for State Employees" (00VSDP1)	

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

I. TRANSACTION NUMBER

TRANSACTION TITLE

PSE034

VSDP Short-Term Disability Leave
(No Worker's Compensation)

II. FUNCTION:

This transaction is used to place a VSDP participant who is not receiving worker's compensation on short-term disability leave.

III. DESCRIPTION:

- A. This transaction is used to place a VSDP participant who is not receiving worker's compensation on short-term disability leave.
- B. This transaction should be used only after receiving approval from the VSDP.
- C. This transaction has no effect on the employee's health benefits (BES) record.

IV. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

V. PROCEDURE:

- A. Enter transaction code:

PSE034,NNNNNNNNNN
Or PSE034,E

where NNNNNNNNNN = Social Security Number
and E = employee ID number (length varies)

B. Depress TRANSMIT Key.

The VSDP Short Term Disability (No Workers Compensation) Screen returns with mandatory input fields designated by asterisks. Refer to Exhibit I.

C. Enter appropriate data items.

- In the "Trans-Efft-Date" field, enter the first "Effect Date of Rate of Pay" from the VSDP Action Report.
- If no data is entered in the Agency-Note field, PMIS will automatically enter "VSDP Short Term Disability (No Workers Comp)".

D. Tab cursor to end.

E. Depress the TRANSMIT key.

The TRANSACTION COMPLETE message appears on the screen when all data items are valid and the transaction is accepted.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.9	Page 3 of 3
Section: Leaves	VSDP Disability Leave: Short-term Subject: (No Worker's Compensation)	

EXHIBIT 1. SHORT-TERM DISABILITY (NO WORKER'S COMPENSATION)
SCREEN

```
PSE034,121212121 VSDP SHORT TERM DISABILITY (NO WORKERS COMP)
-----05/18/2001 13:01:04
Agency..... 123                               Position..... 00040
Soc-Sec-Num..... 121212121/123456              Trans-Efft-Date..... 050101
-----
                                           Trans-Efft-Date: Refer to the
                                           "VSDP Action Report" for first
                                           "Effective Date of Rate of Pay"

Agency-Note..... VSDP Short Term Disability (No Workers Comp)

End.....

0000001 >>>>>>>>>>>>TRANSACTION COMPLETE<<<<<<<<<<<<<<<<<<
```

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

I. TRANSACTION NUMBER

TRANSACTION TITLE

PSE035

VSDP Short-Term Disability Leave
(With Worker's Compensation)

II. FUNCTION:

This transaction is used to place a VSDP participant who is receiving worker's compensation on short-term disability leave.

III. DESCRIPTION:

- A. This transaction is used to place a VSDP participant who is receiving worker's compensation on short-term disability leave.
- B. This transaction should be used only after receiving approval from the VSDP.
- C. This transaction has no effect on the employee's health benefits (BES) record.

IV. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

V. PROCEDURE:

A. Enter transaction code:

PSE035,NNNNNNNNNN
Or PSE035,E

Where NNNNNNNNNN = Social Security Number
And E = employee ID number (length varies)

B. Depress TRANSMIT Key.

The VSDP Short Term Disability (With Workers Compensation) Screen returns, with mandatory input fields designated by asterisks. Refer to Exhibit I.

C. Enter appropriate data items.

- In the "Trans-Efft-Date" field, enter the first "Effective Date of Rate of Pay" from the VSDP Action Report.
- If no data is entered in the Agency-Note field, the system will automatically enter "VSDP Short Term Disability (With Workers Comp)".

D. Tab cursor to end.

E. Depress the TRANSMIT key.

The TRANSACTION COMPLETE message appears on the screen when all data items are valid and the transaction is accepted.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.10	Page 3 of 3
Section: Leaves	Subject: VSDP Disability Leave: Short-term (With Worker's Compensation)	

EXHIBIT 1. SHORT-TERM DISABILITY (WITH WORKER'S COMPENSATION)
SCREEN

```
PSE034,121212121 VSDP SHORT TERM DISABILITY (WITH WORKERS COMP)
-----05/18/2001 13:01:04
Agency..... 123                               Position..... 00040
Soc-Sec-Num..... 121212121/123456             Trans-Efft-Date..... 050101
-----
Trans-Efft-Date: Refer to the
                "VSDP Action Report" for first
                "Effective Date of Rate of Pay"

Agency-Note..... VSDP Short Term Disability (With Workers Comp)

End.....

0000001 >>>>>>>>>>>>TRANSACTION COMPLETE<<<<<<<< <<<<<<<<<<<<<<<
```

I. TRANSACTION NUMBER

TRANSACTION TITLE

PSE036

VSDP Long-Term Disability Leave
(No Worker's Compensation)

II. FUNCTION:

This transaction is used to place a VSDP participant who is not receiving worker's compensation on long-term disability leave.

III. DESCRIPTION:

- A. This transaction is used to place a VSDP participant who is not receiving worker's compensation on long-term disability leave.
- B. The employee must be on short-term disability leave for 180 calendar days before being placed on long-term disability leave.
- C. This transaction should be used only after receiving approval from the VSDP.

IV. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

V. PROCEDURE:

A. Enter transaction code:

PSE036,NNNNNNNNNN
Or PSE036, E

where NNNNNNNNNN = Social Security Number
and E = employee ID number

B. Depress TRANSMIT Key.

The VSDP Long Term Disability (No Workers Compensation) Screen returns, with mandatory input fields designated by asterisks. Refer to Exhibit I.

C. Enter appropriate data items.

- In the "Trans-Efft-Date" field, enter the Authorized Start Date from the VSDP Action Report relating to Case Type LTD.
- If no data is entered in the Agency-Note field, the system will automatically enter "VSDP Long Term Disability (No Workers Comp)".

D. Tab cursor to end.

E. Depress the TRANSMIT key.

The TRANSACTION COMPLETE message appears on the screen when all data items are valid and the transaction is accepted.

Additionally, if the employee is enrolled in the Benefits Eligibility System (BES), the message BES has been updated to show the employee enrolled in the VSDP Retiree Group appears on the screen.

Depending on the employee's status in BES, one or more of the following messages may also appear:

- The employee's Waived BES record has been terminated, effective xx-xx-xx.
- The employee is a covered dependent under agency xxx, participant id xxx-xx-xxxx.
- Inform agency xxx that the Married rate no longer applies to participant xxx-xx-xxxx.

Exhibit 1. LONG-TERM DISABILITY (NO WORKER'S COMPENSATION)
SCREEN

```
PSE034,121212121 VSDP LONG TERM DISABILITY (NO WORKERS COMP)
-----05/18/2001 13:01:04
Agency..... 123                               Position..... 00040
Soc-Sec-Num..... 121212121/123456             Trans-Efft-Date..... 050101
-----
                                           Trans-Efft-Date: Refer to the
                                           "VSDP Action Report" for first
                                           "Effective Date of Rate of Pay"

Agency-Note..... VSDP Long Term Disability (No Workers Comp)

End.....

0000001 >>>>>>>>>>>TRANSACTION COMPLETE<<<<<<<<<<<<<<<<<<
```

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS

Number: 3-12.12

Page 1 of 4

Section: Leaves

Disability Leave: Long-term
Subject: (With Worker's Compensation)

I. TRANSACTION NUMBER

TRANSACTION TITLE

PSE037

VSDP Long-Term Disability Leave
(With Worker's Compensation)

II. FUNCTION:

This transaction is used to place a VSDP participant who is receiving worker's compensation on long-term disability leave.

III. DESCRIPTION:

A. This transaction is used to place a VSDP participant who is receiving worker's compensation on long-term disability leave.

The employee must be on short-term disability leave for 180 calendar days before being placed on long-term disability leave.

B. This transaction should be used only after receiving approval from the VSDP.

IV. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

V. PROCEDURE:

A. Enter transaction code:

PSE037,NNNNNNNNN
Or PSE037,E

Where NNNNNNNNNN = Social Security Number
And E = employee ID number (length varies)

B. Transmit.

The VSDP Long Term Disability (Workers Compensation) Screen returns, with mandatory input fields designated by asterisks. Refer to Exhibit I.

C. Enter appropriate data items.

- In the "Trans-Efft-Date" field, enter the Authorized Start Date from the VSDP Action Report relating to Case Type LTD.
- An exception occurs when the Authorized Start Date occurs before the employee's Effective Coverage Date. In this case, you must place the employee on short-term disability first (PSE036), then LTD. Additionally, you must use the Effective Coverage Date instead of the Authorized Start Date. (This exception may occur if the employee was injured in 1998 and was receiving worker's compensation).

D. Tab cursor to end.

E. Transmit.

The TRANSACTION COMPLETE message appears on the screen when all data items are valid and the transaction is accepted.

Additionally, if the employee is enrolled in the Benefits Eligibility System (BES), the message BES has been updated to show the employee enrolled in the VSDP Retiree Group appears on the screen.

Depending on the employee's status in BES, one or more of the following messages may also appear:

- The employee's Waived BES record has been terminated, effective xx-xx-xx.
- The employee is a covered dependent under agency xxx, participant id xxx-xx-xxxx.
- Inform agency xxx that the Married rate no longer applies to participant xxx-xx-xxxx.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.12	Page 4 of 4
Section: Leaves	Subject: Disability Leave: Long-term (With Worker's Compensation)	

EXHIBIT 1. Long-Term Disability (With Worker's Compensation) Screen

```
PSE034,121212121 VSDP LONG TERM DISABILITY (WITH WORKERS COMP)
-----05/18/2001 13:01:04
Agency..... 123                               Position..... 00040
Soc-Sec-Num..... 121212121/123456              Trans-Efft-Date.... 050101
-----
                                           Trans-Efft-Date: Refer to the
                                           "VSDP Action Report" for first
                                           "Effective Date of Rate of Pay"

Agency-Note..... VSDP Long Term Disability (With Workers Comp)

End.....

0000001 >>>>>>>>>>>TRANSACTION COMPLETE<<<<<<<<<<<<<<<<<
```

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

I. TRANSACTION NUMBER

TRANSACTION TITLE

PSE180

VSDP Long-Term Disability Leave – Working
(w/o Worker's Compensation)

II. FUNCTION/DESCRIPTION:

- A. This transaction is used to place a VSDP participant on long-term disability leave - working (without worker's compensation) status.
- B. The employee must be on short-term disability leave (with or without worker's compensation) for 180 calendar days before being placed on long-term disability leave - working (without worker's compensation) status.
- C. An employee on **regular** long-term disability **cannot** be placed on long-term disability-**working**.
- D. An employee can remain on long-term disability – working (without worker's compensation) for up to 540 days.
- E. This transaction should be used only after receiving approval from the VSDP.

III. USERS:

All State agencies with data entry terminals may use this transaction.
The Department of Human Resource Management enters information for State agencies without data entry terminals.

V. PROCEDURE:

A. Enter transaction code:

PSE180,NNNNNNNNNN
Or PSE180,E
where NNNNNNNNNN = Social Security Number
and E = employee ID number (length varies)

B. Depress TRANSMIT Key.

The VSDP Long Term Disability – Working (W/O Worker's Comp) Screen returns, with mandatory input fields designated by asterisks. Refer to Exhibit I.

C. Enter appropriate data items.

- In the "Trans-Efft-Date" field, enter the Authorized Start Date from the VSDP Action Report relating to Case Type LTD.
- If no data is entered in the Agency-Note field, the system will automatically enter "VSDP Long Term Disability – Working (w/o Worker's Compensation)".

D. Tab cursor to end.

E. Depress the TRANSMIT key.

The TRANSACTION COMPLETE message appears on the screen when all data items are valid and the transaction is accepted.

Additionally, if the employee is enrolled in the Benefits Eligibility System (BES), the message BES has been updated to show the employee enrolled in the VSDP Retiree Group appears on the screen.

Depending on the employee's status in BES, one or more of the following messages may also appear:

- The employee's Waived BES record has been terminated, effective xx-xx-xx.
- The employee is a covered dependent under agency xxx, participant id xxx-xx-xxxx.
- Inform agency xxx that the Married rate no longer applies to participant xxx-xx-xxxx.

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Chapter: EMPLOYEE TRANSACTIONS

Number: 3-12.13

Page 4 of 4

Section: Leaves

VSDP Disability Leave: Long-term -
Subject: Working (w/o Worker's Compensation)

Exhibit 1. LONG-TERM DISABILITY – WORKING (W/O WORKER'S COMP) SCREEN

```
PSE180,121212121 VSDP LONG TERM DISABILITY – WORKING (W/O WORKERS COMP)
-----05/18/2001 13:01:04
Agency..... 123                               Position.....
00040
Soc-Sec-Num/ID..... 121212121/123456           Trans-Efft-Date..... 010101
-----
Trans-Efft-Date: Refer to the
"VSDP Action Report" for first
"Effective Date of Rate of Pay"

Agency-Note..... VSDP Long Term Disability – Working (No Work/Comp)

End.....
```

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

I. TRANSACTION NUMBER

TRANSACTION TITLE

PSE181

VSDP Long-Term Disability Leave -
Working (With Worker's Compensation)

II. FUNCTION/DESCRIPTION:

- A. This transaction is used to place a VSDP participant on long-term disability leave – working (with worker's compensation) status.
- B. The employee must be on short-term disability leave (with or without worker's compensation) for 180 calendar days before being placed on long-term disability leave – working (with worker's compensation) status.
- C. An employee on **regular** long-term disability **cannot** be placed on long-term disability-**working**.
- D. An employee can remain on long-term disability – working (with worker's compensation) for up to 540 days.
- E. This transaction should be used only after receiving approval from the VSDP.

III. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

V. PROCEDURE:

A. Enter transaction code:

PSE181,NNNNNNNNNN
Or PSE181,E

where NNNNNNNNNN = Social Security Number
and E = employee ID number (length varies)

B. Depress TRANSMIT Key.

The VSDP Long Term Disability - Working (With Worker's Compensation) Screen returns, with mandatory input fields designated by asterisks. Refer to Exhibit I.

C. Enter appropriate data items.

- In the "Trans-Efft-Date" field, enter the Authorized Start Date from the VSDP Action Report relating to Case Type LTD.
- If no data is entered in the Agency-Note field, the system will automatically enter "VSDP Long Term Disability - Working (With Worker's Compensation)".

D. Tab cursor to end.

E. Depress the TRANSMIT key.

The TRANSACTION COMPLETE message appears on the screen when all data items are valid and the transaction is accepted.

Additionally, if the employee is enrolled in the Benefits Eligibility System (BES), the message BES has been updated to show the employee enrolled in the VSDP Retiree Group appears on the screen.

Depending on the employee's status in BES, one or more of the following messages may also appear:

- The employee's Waived BES record has been terminated, effective xx-xx-xx.
- The employee is a covered dependent under agency xxx, participant id xxx-xx-xxxx.
- Inform agency xxx that the Married rate no longer applies to participant xxx-xx-xxxx.


```
PSE181,121212121 VSDP LONG TERM DISABILITY – WORKING( WITH WORKERS COMP)
-----05/18/2001 13:01:04
Agency..... 123                               Position..... 00040
Soc-Sec-Num/ID..... 121212121/123456          Trans-Efft-Date..... 010101
-----
Trans-Efft-Date: Refer to the
"VSDP Action Report" for first
"Effective Date of Rate of Pay"

Agency-Note..... VSDP Long Term Disability – Working (With Work/Comp)

End.....

0000001 >>>>>>>>>>>>>TRANSACTION COMPLETE<<<<< <<<<<<<<<<<<<<<
```

Commonwealth of Virginia
Department of Human Resource Management

Issued: 03/15/01
Revised: 06/15/01

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-13.1	Page 1 of 7
Section: Separations	Resignation, Layoff, Retirement, Subject: Death, Removal	

I. <u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
PSE101	Resign - Home Responsibilities
PSE102	Resign - Better Job
PSE103	Resign - Dissatisfied
PSE104	Resign - Ill Health
PSE105	Resign - School
PSE106	Resign - Leaving Area
PSE107	Resign - During Probation
PSE108	Resign - Military Service
PSE109	Resign - Other
PSE113	Separated - Completion of Limited Appointment
*PSE115	Separated - Layoff Leave Expired
*PSE129	Separated - Layoff
PSE136	Disability - Retirement
PSE137	Service - Retirement
PSE138	Death
PSE139	Separated – Long-Term Disability (LTD)
PSE140	Removed - Unadapted for Assigned Work
PSE141	Removed - Violation of Standards of Conduct
PSE142	Removed - Unsatisfactory Performance During Probationary Period
PSE143	Removed - Neglect of Duty
PSE145	Removed - Failure to Report After Approved Leave

* Does not apply to faculty.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-13.1	Page 2 of 7
Section: Separations	Resignation, Layoff, Retirement, Subject: Death, Removal	

II. FUNCTION/DESCRIPTION:

- A. These transactions change the appropriate PMIS records to indicate that a classified or faculty employee has left active State service and indicate the reason for termination. They also determine the dollar value of leave balance (annual, compensatory, and sick) that an employee is eligible to be paid for at time of separation.
- B. Based on leave hours entered and appropriate policies, PMIS calculates the dollar value for each leave category and prints the dollar values in the Agency Note section at the bottom of the P-3.
- C. When it is necessary for a replacement to occupy a position with a separating employee for up to 30 days, the replacement's P-3 must be sent to the Department of Human Resource Management for data entry.
- D. The BES Terminate Date is the date the benefits coverage for a faculty employee is terminated and it may be different from the PMIS Terminate Date (Transaction Effective Date). The BES Terminate Date applies only to and is required for 9, 10, and 11 month faculty employees.
- E. These transactions must be authorized by appropriate persons in accordance with applicable policies.

Note: After separation, the employee's transaction history is viewed using the PSE312 - Separated Employee Transaction History Summary.

III. USERS:

All State agencies with data entry terminals are permitted to use this transaction. The Department of Human Resource Management enters the information for State agencies without data entry terminals.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-13.1	Page 3 of 7
Section: Separations	Resignation, Layoff, Retirement, Subject: Death, Removal	

IV. PROCEDURE:

A. Enter appropriate transaction code:

PSE101	Resign - Home Responsibilities
PSE102	Resign - Better Job
PSE103	Resign - Dissatisfied
PSE104	Resign - Ill Health
PSE105	Resign - School
PSE106	Resign - Leaving Area
PSE107	Resign - During Probation
PSE108	Resign - Military Service
PSE109	Resign - Other
PSE113	Separated - Completion of Limited Appointment
*PSE115	Separated - Layoff Leave Expired
*PSE129	Separated - Layoff
PSE136	Disability - Retirement
PSE137	Service - Retirement
PSE138	Death
PSE139	Separated – Long-Term Disability (LTD)
PSE140	Removed - Unadapted for Assigned Work
PSE141	Removed - Violation of Standards of Conduct
PSE142	Removed - Unsatisfactory Performance During Probationary Period
PSE143	Removed - Neglect to Duty
PSE145	Removed - Failure to Report After Approved Leave

* Does not apply to faculty.

B. Transmit.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-13.1	Page 4 of 7
Section: Separations	Resignation, Layoff, Retirement, Subject: Death, Removal	

You will see the appropriate data entry screen with mandatory input fields designated by asterisks.

C. Enter required data items.

Note: Enter the data items listed below as indicated for classified and faculty employees.

1. Classified:

- a. Annual Leave - Enter the actual number of hours accumulated by the separating employee; if there is no balance, enter zero. The hours entered cannot exceed the maximum allowed by the rules governing annual leave.
- b. Compensatory Leave - Enter the actual number of hours accumulated by the separating employee; if there is no balance, enter zero.
- c. Sick Leave - Enter the actual number of hours accumulated by the separating employee; if there is no balance, enter zero. If employee is eligible for payment according to appropriate rules, the hours and dollar value of the balance will print at the bottom of P-3. If employee is not eligible for payments, the hours will print at the bottom of P-3, but dollar value will indicate zero.
- d. BES Terminate Date - Do not enter anything in this field for classified employees. This is for faculty members only.

2. Faculty:

- a. Annual Leave, Compensatory Leave, Sick Leave - According to each agency's rule governing payment of leave balances for faculty, enter the actual number of hours for which the employee is eligible to be paid. For those agencies that do not

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-13.1	Page 5 of 7
Section: Separations	Resignation, Layoff, Retirement, Subject: Death, Removal	

pay for leave balances, enter zeros in these data fields.

- b. BES Terminate Date - For 9 month faculty members, the BES Terminate Date cannot be more than 92 days after the PMIS separation effective date.

For 10 month faculty members, the BES Terminate Date cannot be more than 62 days after the PMIS separation effective date.

For 11 month faculty members, the BES Terminate Date cannot be more than 31 days after the PMIS separation effective date.

If the employee leaves before completing the contract period, you must still enter the appropriate BES Terminate Date.

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-13.1	Page 6 of 7
Section: Separations	Resignation, Layoff, Retirement, Subject: Death, Removal	

For 12 month faculty members, you don't need to enter the BES Terminate Date.

D. Transmit.

You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted

EXHIBIT I. Remove Neglect of Duty Screen

PSE143	REMOVED - NEGLECT OF DUTY
----- 05/25/12001 09:35:28	
Agency..... 129	Position..... 00000
Soc-Sec/ID..... 111111111/222222	Trans-Efft-Date..... 050101

BES Terminate Date...	Required For Faculty On 9, 10, or 11 Mo. Contract. Also Used for WTA Displays.

Annual-Leave..... 105.00	
Comp-Leave..... 000.00	
Sick-Leave..... 0100.00	
Agency-Note.....	
End.....	
W A R N I N G	
This Is Not an IP/WTa Transaction. Use this transaction for normal separation without the benefits of IP or WTA. If you need to process an IP/WTa action, please enter "PSEWTA" at the Home position and transmit. From the MENU select the desired option and transmit.	
000002 Screen Call-Up Complete - Proceed	

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-14.1	Page 1 of 5
Section: Informational Displays	Active Employee - Subject: Current Display	

- I. TRANSACTION NUMBER TRANSACTION TITLE
- PSE305 Active Employee - Current Display

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you display the PMIS record of a current classified or faculty employee. Only the most recently updated record **affecting salary** is available with this transaction. To view records of transactions **not affecting salary** (for example, transactions affecting bonuses or leave), see Active Employee Transaction History Summary (PSE309) or Employee Pay History (PSE310).
- B. You can use employee Social Security Number, employee ID number, name, or agency code and position number to access this display.
- C. You can also access the employee's Transaction History Summary (PSE309), Position Display (PSP999), and Role Display (PSC999), from this display.
- D. If the employee goes on short-term disability (STD) or long-term disability (LTD) leave, the screen displays "VSDP STD" or "VSDP LTD" rather than "Lv-Code." Additionally, instead of displaying one of the standard leave codes, the screen displays one of the following disability codes:
- 10 (short-term disability with no workers' compensation)
 11 (long-term disability with no workers' compensation)
 12 WC (short-term disability with workers' compensation)
 13 WC (long-term disability with workers' compensation)
- E. If the employee's salary is within an alternate pay band, the screen will display "Alternate Position", "Alternate Role", or "Alternate SOC" – whichever is applicable. This designation

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-14.1	Page 2 of 5
Section: Informational Displays	Active Employee - Subject: Current Display	

will display under the salary minimum/maximum. This designation will not display until after the transaction following the alternate pay transaction.

- F. If the information available for the employee is limited and the status (active or separated) is unknown, use the SEARCH transaction to search through PMIS. Refer to Section 3-14.10, SEARCH, for complete instructions.

III. USERS:

All state agencies with data entry terminals are permitted to view the employee status display of their current employees. The Department of Human Resource Management is permitted to view the current status display of all state employees.

IV. PROCEDURE:

A. Direct Access to Current Display

1. Enter transaction code with employee information:

PSE305,NNNNNNNNNN

NNNNNNNNNN = Social Security Number

Or

PSE305,EEEEEE

EEEEEE = Employee ID Number

or

PSE305,Last Name,First Name

or

PSE305,AAA,PPPPP

A = Agency Code

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-14.1	Page 3 of 5
Section: Informational Displays	Active Employee - Subject: Current Display	

P = Position Number

2. Transmit.

You will see Active Employee - Current Display displayed. Refer to EXHIBIT I.

NOTE: If accessing the employee display by name and there is more than one employee with the name you entered, a list of those employees will display. To view the detailed active employee display, tab cursor to desired employee and depress transmit key. You will see the display for the selected employee.

NOTE: If the employee is in a position with an alternate pay band, the display will show the most specific alternate band other than "SW/D" (near the top of the far right column). All alternate pay bands are specific to a pay area/shift. You will see one of the following:

Pos Alt: specific position has alternate band
A/S/L: agency/SOC/locality
Agy/SOC: agency/SOC
A/R/L: agency/role/locality
Agy/Role: agency/role
SOC/Loc: SOC/locality
SOC: SOC
Role/Loc: role/locality

B. Access to the employee's History, Position, and Class Displays from the employee's Current Display

1. To access the employee's Transaction History Summary (PSE309), Position Display (PSP999), or Role Display (PSC999) from the employee's Current Display, tab the cursor to the Home position.
2. Change the transaction code PSE305 to the desired display code: PSE309, PSP999, or PSC999.

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-14.1	Page 4 of 5
Section: Informational Displays	Active Employee - Subject: Current Display	

3. Transmit.

You will see the display for the transaction code entered.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-14.1	Page 5 of 5
Section: Informational Displays	Subject: Active Employee - Current Display	

Exhibit I. Active Employee – Current Display

[illegible]

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-14.2	Page 1 of 4
Section: Informational Displays	Active Employee Transaction Subject: History Summary	

I. <u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
PSE309	Active Employee Transaction History Summary

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you display the PMIS transaction history of a current or transferred employee.
- B. You can also view details of the employee's status after the processing of any of the history transactions through this transaction.
- C. Employee transactions occurring since January 1, 1980 appear on the screen in the order in which they have been processed.
 - 1. Except for separations, only the five most recent transactions will display on the history summary. When less than five transactions have occurred, all transactions appear on the screen. As a transaction is processed on an employee, it will replace the oldest transaction appearing in the history summary.
 - 2. Effective January 1, 1980, all separation transactions remain in the history. Effective September 25, 2000, all transactions remain in the history. Additional pages are available to accommodate histories with more than five transactions.
- D. You may request a detailed display of an employee's status from the history summary after any one of the history transactions.
- E. Data for transferred employees can be viewed by the old and new agencies as follows:
 - 1. The old agency can view only the transactions on the history summary (five most recent, except as noted in

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-14.2	Page 2 of 4
Section: Informational Displays	Active Employee Transaction Subject: History Summary	

paragraph II.C.2 above) processed by that agency. This data can only be accessed by social security number. The old agency cannot view transactions processed by the new agency.

2. The new agency can view all of the transactions in the history summary, including those processed by the old agency.

- F. You can also view a separated employee's transaction history summary through this transaction. The transaction code will change to PSE312 -Separated Employee Transaction History Summary for separated employees. Refer to Section 3-14.11 for detailed information on the PSE312.

III. USERS:

Each state agency with data entry terminals is permitted to view the history of its employees. The Department of Human Resource Management is permitted to view the history of all state employees.

IV. PROCEDURE:

- A. Enter transaction code with employee information:

PSE309,NNNNNNNNNN

NNNNNNNNNN = Social Security Number

Or

PSE309,E

E = Employee ID Number (length varies)

or

PSE309,Last Name,First Name

or

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-14.2	Page 3 of 4
Section: Informational Displays	Active Employee Transaction Subject: History Summary	

PSE309,AAA,PPPPP

AAA = Agency Code
PPPPP = Position Number

B. Transmit.

You will see the Employee Transaction History Summary displayed.

NOTE: If the information entered is for a separated employee, the transaction code changes to PSE312 - Separated Employee Transaction History Summary and "Separated" flashes at the bottom of the screen.

C. To view the previous page for multiple page histories (more than five transactions), proceed as follows:

1. Tab cursor to PRIOR->
2. Transmit.

NOTE: The number of histories, indicated at the top of the screen, will be more than five for multiple page histories.

D. To view the employee's status after the processing of any one of the history transactions, proceed as follows:

1. Tab cursor to the control number for the selected transaction. The control number is located at the bottom of each column.
2. Transmit.

You will see the Employee Transaction History Detail display.

3. To view the detail before or after the one displayed on the screen, proceed as follows:

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-14.2	Page 4 of 4
Section: Informational Displays	Active Employee Transaction Subject: History Summary	

- a. Tab cursor to NEXT-> or PRIOR -> as desired.
 - b. Transmit.
4. To view a particular detail by control number, proceed as follows:
 - a. Tab cursor to HISTORY->
 - b. Enter the control number for the desired detail.
 - c. Transmit.
5. To return to the history summary from the detail, proceed as follows:
 - a. Tab cursor to RETURN->
 - b. Transmit.

You will see the history summary.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-14.3	Page 1 of 3
Section: Leaves	Subject: Employee Suspense Record	

I. <u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
PSE308	Display Employee Suspense Record

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you display any PMIS transaction that is in suspense (pending) for a classified or faculty employee.
- B. A transaction automatically goes into suspense when the effective date of the transaction is on a future date.
- C. This transaction will display the original transaction (code and title) with all the data as it was initially entered and stored in suspense.
- D. Only employee (classified and faculty) transactions can go into suspense. Position, role, and agency transactions are effective the date they are entered.
- E. There can be only one suspense transaction per employee at any time.

III. USERS:

All state agencies with data entry terminals are permitted to display the suspense records of their employees. The Department of Human Resource Management is permitted to display the suspense records of all state employees.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-14.3	Page 2 of 3
Section: Leaves	Subject: Employee Suspense Record	

IV. PROCEDURE:

- A. Enter transaction code with employee information:

PSE308,AAA,PPPPP,NNNNNNNNNN
Or PSE308,AAA,PPPPP,E

AAA = Agency Code
PPPPP = Position Number
NNNNNNNNNN = Social Security Number
E = Employee ID Number (length varies)

- B. Transmit.

You will see a display with the original transaction code, title, and data as entered into suspense. Refer to EXHIBIT I.

EXHIBIT I. Employee Suspense Record Display Screen

PSE040

CLASSIFIED PROMOTION

----- 05/18/2001
Agency..... 129 Position..... 99999
Soc-Sec/ID..... 121212121/565656 Trans-Efft-Date.... 060101

New Agency..... 501 New Position..... 00000
Role Code..... 20001 State Phone..... 8045553322
Months..... 12.00
Percent..... 100.00 Appt-Expire-Date....
Status..... F Duration..... P
Pay Schedule..... 24 MS-Status.....
PI-Type.....
State-Salary..... Comp Leave.....
Optional Data.....

Agency Note.....

End.....

000002 Screen Call-Up Complete - Proceed

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-14.4	Page 1 of 3
Section: Informational Displays	Person Display - Subject: Active or Separated	

- | | | |
|----|---------------------------|--------------------------------------|
| I. | <u>TRANSACTION NUMBER</u> | <u>TRANSACTION TITLE</u> |
| | PSE311 | Person Display - Active or Separated |

II. FUNCTION/DESCRIPTION:

- A. This transaction displays a PMIS employee record with basic person/personal data for classified or faculty employees. This information is available for active or separated employees.
- B. Department of Human Resource Management (DHRM) and the Department of Accounts (DOA) use this transaction to access available leave balance data for all active and separated employees. State agencies have available leave balance data for their own employees. DOA uses the leave data for payroll auditing purposes.
- C. Leave balance data covers sick, compensatory, and annual leaves. For employees enrolled in the Virginia Sickness and Disability Program (VSDP), disability credits are displayed in place of sick leave hours, if applicable. The leave balance data is the hours and disability credits accumulated and the dollar amount paid to an employee for those hours and credits. Payment for the leave and disability credit balances must be according to appropriate policies.
- D. For employees enrolled in VSDP, the screen displays the following in the bottom right-hand corner:
 - "VSDP" - indicates whether the employee is enrolled in VSDP
 - "Coverage Efft" – indicates the effective date of VSDP coverage
 - "VSDP Months" – indicates the number of months of service since enrolled in VSDP
 - "As of" – indicates the date as of which the "VSDP Months" is applicable.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-14.4	Page 2 of 3
Section: Informational Displays	Person Display - Subject: Active or Separated	

III. USERS:

All state agencies with data entry terminals are permitted to view this display for an active employee, or employee that separated from their agency. DHRM and DOA are permitted to view this display for all active and separated employees.

IV. PROCEDURE:

A. Enter transaction code with employee information:

PSE311,NNNNNNNNNN
Or PSE311,E

NNNNNNNN = Social Security Number
E = Employee ID Number (length varies)

or

PSE311,Last Name,First Name

B. Transmit.

You will see Person Display. Refer to Exhibit I.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-14.4	Page 3 of 3
Section: Informational Displays	Person Display - Subject: Active or Separated	

EXHIBIT I. Person Display

```
PSE311,228888888      PERSON DISPLAY - ACTIVE  
----- PER129PDB   06/06/2001 14:56:48  
Soc-Sec-Num 228-88-8888    Address 506 TUNSTALL AVE  
Employee ID 226130  
Last Name MACHER            City BLACKSTONE  
First Name JEFFREY          State VA     135 Nottoway  
Mid/Sec/Suffix L - -        ZIP 23824 - 0000  
Sex/Race/Title M - A - MR  
Alien/Nation C - US         LEAVE BALANCE DATA  
Veterans Status N           Hours Amount  
Birthdate 09/25/1957       Sick Leave 0.00 0.00  
Handicap                   Comp Leave 0.00 0.00  
Prior Service 000          Annual Leave 0.00 0.00  
State Begin Date 10/04/1993  
State Sep Date  
Last Anniv Num 05  
Next Lv Ann Date 10/10/2003 Transaction Current Employee  
WTA/IP Code 00  
WTA/IP Date  
Education Code 0  
Degree Inst Code 000000     VSDP: N Coverage Eff:  
Higher-Ed 00               VSDP Months: 0 As Of:  
Fac ORP Ind N              Active  
000001 >>>>>>>>>>>>>>>> Transaction Complete <<<<<<<<<<<<<<<<
```


- D. Data for transferred employees is available to the old and new agency as follows:
1. The old agency can view only the transactions on the history summary (five most recent, except as noted in paragraph II.B above) processed by that agency. This data can only be accessed by social security number. The old agency cannot view transactions processed by the new agency.
 2. The new agency can view all of the transactions in the history summary, including those processed by the old agency.
- E. You can also view an active employee's transaction history summary through this transaction. The transaction code will change to PSE309 -Active Employee Transaction History Summary for active employees. Refer to Section 3-14.2 for detailed information on the PSE309.

III. USERS:

Each state agency with data entry terminals is permitted to view the history of its employees. The Department of Human Resource Management is permitted to view the history of all state employees.

IV. PROCEDURE:

- A. Enter transaction code with employee information:

PSE312,NNNNNNNNNN
Or PSE312,EEEEEE

NNNNNNNNNN = Social Security Number
EEEEEE = Employee ID Number

or

PSE312,Last Name,First Name

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-14.6	Page 3 of 6
Section: Informational Displays	Separated Employee Transaction Subject: History Summary	

B. Transmit.

You will see the Separated Employee Transaction History Summary display. Refer to Exhibit I.

NOTE: If the information entered is for an active employee, the transaction code changes to PSE309 - Employee Transaction History Summary and "Active" flashes at the bottom of the screen.

C. To view the previous page for multiple page histories, proceed as follows:

1. Tab cursor to PRIOR->
2. Transmit.

NOTE: The number of histories, indicated at the top of the screen, will be more than five for multiple page histories.

D. To view the employee's status after the processing of any one of the history transactions, proceed as follows:

1. Tab cursor to the control number for the selected transaction. The control number is located at the bottom of each column.
2. Transmit.

You will see the Separated Employee Transaction History Detail display. Refer to Exhibit II.

3. To view the detail before or after the one displayed on the screen, proceed as follows:
 - a. Tab cursor to NEXT-> or PRIOR-> as desired.
 - b. Transmit.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-14.6	Page 4 of 6
Section: Informational Displays	Separated Employee Transaction Subject: History Summary	

4. To view a particular detail by control number, proceed as follows:
 - a. Tab cursor to HISTORY->
 - b. Enter the control number for the desired detail.
 - c. Transmit.
5. To return to the history summary from the detail, proceed as follows:
 - a. Tab cursor to RETURN->
 - b. Transmit.

You will see with the history summary.

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-14.6	Page 5 of 6
Section: Informational Displays	Separated Employee Transaction Subject: History Summary	

Exhibit I. Separated Employee Transaction History Summary

PSE309,999887777 SEPARATED EMPLOYEE TRANSACTION HISTORY SUMMARY

-----^-----PER129PDB 06/21/2001 12:57:04

ID: 999999 Name: JONES, DAVE Y

Trans	Effdt Date	Agcy Pos	Class	P/S	Gr	Pct	Months	S	D	Lv	State	Sal
PSE137	06/21/2001	123	00005	19091	SWD	04	100.00		12.00	F	P	32,653.00
PSE091	02/08/2001	123	00005	19091	SWD	04	100.00		12.00	F	P	32,653.00
PSE215	11/25/2000	123	00005	19091	SWD	04	100.00		12.00	F	P	32,653.00
PSP147	09/25/2000	123	00005	19091	SWD	04	100.00		12.00	F	P	31,625.00
PSE215	11/25/1999	123	00005	27323	SWD	11	100.00		12.00	F	P	31,625.00
PSE131	02/01/2000	123	00005	27323	SWD	11	100.00		12.00	F	P 1	31,625.00 *
PSE215	11/25/1999	123	00005	27323	SWD	11	100.00		12.00	F	P	31,625.00 *
PSI006	05/25/1999	123	00005	27323	SWD	11	100.00		12.00	F	P	29,738.00 *
PSE093	04/16/1999	123	00005	27323	SWD	11	100.00		12.00	F	P	29,083.00 *
PSE091	12/20/1998	123	00005	27323	SWD	11	100.00		12.00	F	P	29,083.00 *

For Detail Display Move Cursor To Desired Line

[illegible]

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-14.6	Page 6 of 6
Section: Informational Displays	Separated Employee Transaction Subject: History Summary	

Exhibit II. Separated Employee Transaction History Detail

[illegible]

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
	PSE320	Employee Scroll

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you view a current display scroll of all employees within your agency.
- B. This transaction also provides access to the Active Employee - Current Display screen (PSE305).

III. USERS:

All state agencies with data entry terminals are permitted to view this display for their agency. The Department of Human Resource Management is permitted to view employee information for all state agencies.

IV. PROCEDURE:

1. Enter Transaction Code:

PSE320,AAA

A = Agency Number
2. Transmit.
3. You will see the Employee Scroll Screen displayed (Exhibit I).
4. To view the next scroll screen, tab cursor to NEXT-> and transmit.
5. To view the previous scroll screen, tan cursor to PRIOR-> and transmit.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-14.7	Page 2 of 4
Section: Informational Displays	Subject: Employee Scroll	

6. To view a detail display for an employee, tab to the employee's name and transmit. You will see the Active Employee - Current Display Screen displayed (Exhibit II).
7. To return to the Employee Scroll Screen, tab cursor to RETURN-> (located at the top-right of the screen) and transmit.

EXHIBIT I. EMPLOYEE SCROLL SCREEN

[illegible]

EXHIBIT II. ACTIVE EMPLOYEE - CURRENT DISPLAY

```
PSE305,224386852                ACTIVE EMPLOYEE - CURRENT DISPLAY
-----^-----PER129PDB 01/17/2001 12:32:20
```

Agency 123 - DMA		Name MUNSTER, LILY	
Position 00033	Lv-Code	Lv-Eff	Subdivision
Soc-Sec 123-45-6789	Pay-Schd 24	Lv-Ret	Sub Unit
Last-Trans PSE215	Ann-Num 20	Next-Ann 07/10/2001	SW/D Min 20,455
Efft-Date 11/25/2000	Sex/Race M/B	Birth 04/23/1935	SW/D Max 41,980
Role/SOC 79033-061383	Band 3	St-Beg 07/16/1956	
Area/Shift SW - D	Status F	Role-Beg 09/25/2000	Prev-Agy
State Sal 29,211.00	Duration P	Real-Due	Prev-Pos
Non-St Sal	Handicap	Sal-Chg 11/25/2000	PI-Disappr
Spec Rate	Alien C	Pos-Beg 07/01/1956	PI Elig 11/25/2001
Total Sal 29,211.00	Nation US	Pos-Sep	Sal-Review
Percent 100.00 %	Location 810	Pos-Exp	Regr-Efft
Months 12.00	Payroll 001	Prb-Exp	
Telephone 757-491-5143	Activty 030	Apt-Exp	IPP Action
Empl ID 76848	Prior-Sr 000	In-Date 11/25/2000	
Operator BATCH	Fill-Rsn	In-Time 13:02:17	Input Pid 132

SOC Trades/Utilities Lead Worker
Agy Note Incentive Pay Plan - +3.25% SAL ADJ
Advanced IPP Eligibility Date (M I Review) (0B2DP3)

Opt Data
000001 >>>>>>>>>>>>>>>>>> Transaction Complete<<<<<<<<<<<<<<<<<<

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
	PSE321	Person Name Scroll

II. FUNCTION/DESCRIPTION:

- A. This transaction provides an alphabetical listing of all employees on PMIS by last name, and indicates whether the individuals are active or separated employees.
- B. This transaction lets you search of the system by name. A partial name or a single letter can be used to indicate where you want to start your search. This helps in searching for an employee when you are uncertain of the spelling of his or her name.

For example: M would start the listing at the beginning of the Ms. Zeb would start the listing at Zeb or the next name that would follow alphabetically if the Zeb is not found.

- C. If you do not request a name in the search, the list will start at the beginning, alphabetically.

III. USERS:

All State agencies with data entry terminals can view records of employees in their agency, or those who have separated from their agency. The Department of Human Resource Management can view the records of all state employees.

IV. PROCEDURE:

- 1. Enter Transaction Code:

PSE321,Name

Name = Indicates where to start name search.

Note: If you do not request a name in your search, the list will start at the beginning of the alphabetical listing.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-14.8	Page 2 of 4
Section: Informational Displays	Subject: Person Name Scroll	

2. Transmit.
3. You will see the Person Name Scroll displayed. Refer to Exhibit I.
 - a. To view the next page of the scroll, tab the cursor to Next-> and Transmit.
 - b. To view an Active or Separated Person display, tab cursor to desired employee and Transmit. You will see the Active or Separated Person display. Refer to Exhibit II.
 - C. To return to the Person Name Scroll screen (from the Active or Separated display), tab cursor to Return-> and Transmit.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-14.8	Page 3 of 4
Section: Informational Displays	Subject: Person Name Scroll	

EXHIBIT I. Person Name Scroll Screen

[illegible]

EXHIBIT II. Active/Separated Person Display Screen

[illegible]

I. TRANSACTION NUMBER

TRANSACTION TITLE

PSE322

Suspense Scroll

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you list, by transaction effective date, all employees who have any type of suspense transaction pending.
- B. This transaction also lists, by transaction effective date, all employees who have a specific suspense transaction pending.
- E. You can also an individual suspense through this transaction.

III. USERS:

This transaction is restricted to the Department of Human Resource Management.

IV. PROCEDURE:

A. Enter Transaction Code

- 1. To list all employees with any suspense transaction:

PSE322,MMDDYY

MM = Month

DD = Day

YY = Year

2. To list all employees with a specific suspense transaction:

PSE322,MMDDYY,PSEXXX

MM = Month

DD = Day

YY = Year

XXX = Transaction Number

- B. Transmit.
- C. You will see the Suspense Listing Screen displayed. Refer to Exhibit I.
- D. To view the next screen, tab cursor to "X <" and Transmit.
- E. To view an individual's suspense transaction, tab cursor to desired employee and Transmit.
- F. You will see the Suspense Display Screen displayed. Refer to Exhibit II.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-14.9	Page 3 of 4
Section: Informational Displays	Subject: Suspense Scroll	

Exhibit I. Suspense Listing Screen

```
PSE322,081601          SUSPENSE LISTING FOR 08/16/01 (1 record)
-----06/04/2001 09:46:30
PSE040,151,F0050,11111111 111111      PSE045 BEAVER, WARD D
PSE040,151,F0028,22222222 121212      PSE045 PETERSON, NORMAN P

000001 >>>>>>>>>>>>>>>> Transaction plete<<<<<<<<<<<<<<<<
```


PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-14.9	Page 4 of 4
Section: Informational Displays	Subject: Suspense Scroll	

Exhibit II. Suspense Display Screen

```

PSE040          CLASSIFIED PROMOTION
-----
Agency..... 123                      Position..... 00011
Soc-Sec-Num/ID..... 987654321/123456      Trans-Efft-Date..... 081601
-----
New Agency..... 151                      New Position..... F0050
State Phone..... 8047759213
Months..... 12.00                      Appt-Expire-Date.... 000000
Percent..... 100.00                    Appt-Expire-Date.... P
Status..... F                          Duration.....
Pay Schedule..... 24                    MS-Status.....
Hiring Range Min...030000              Hiring Range Max. . 054842
State-Salary.....029494.00      -or-      Percent Increase....
Optional Data.....
Email.....
Agency Note..... Classified Promotion
                        From Agy 123 Pos 00020 Role 19013 Sal $24,995.00
End.....

0000001 >>>>>>>>>>>>>>>>TRANSACTION COMPLETE<<<<<<<<<<<<<<<<

```

I. TRANSACTION NUMBER

TRANSACTION TITLE

PSE310

Display Employee Payment History

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you view employee pay history records.
- B. A record is created when a transaction is completed that changes an employee's salary, non-state salary, special rate, employee pct, months or leave code.

III. USERS

All State agencies may view their own employee pay histories. The Department of Human Resource Management and Department of Accounts may view the employee pay histories of all agencies.

IV. PROCEDURES:

- A. Enter transaction code:

PSE310,NNNNNNNNNN
Or PSE310,EEEEEE

Where NNNNNNNNNN is the social security number
And EEEEEEE is the employee ID number

- B. Transmit.
- C. You will see the Employee Payment History Screen displayed. See Exhibit I.
- D. To view one complete record, double-click on the desired record.
- E. You will see the complete record. See Exhibit II.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-14.11	Page 2 of 3
Section: Informational Displays	Subject: Employee Payment History	

EXHIBIT I. Employee Payment History Screen

PSE310,123456789

```

-----^----- EMPLOYEE PAYMENT HISTORY -- 08/28/2000 09:33:47
ID 246809 SSN 123456789 Name Munster, Lily Num of Records 2
-----
-
Trans      Efft Date      Salary      One Time      Reason
PSE090     08/15/2000     28000.00
PSE031     08/26/2000     28000.00      031 Accumulated Leave With Pay

```

[illegible]

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-14.11	Page 3 of 3
Section: Informational Displays	Subject: Employee Payment History	

EXHIBIT II. Employee Payment Record Screen

[illegible]

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-16.1	Page 1 of 2
Section: Employee Data Maintenance Transactions	Subject: Employee Delete	

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
	PSE044	Employee Delete

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you delete an Employee Record from PMIS. Use this transaction only when you need to “undo” an incorrect original appointment (PSE001).
- B. If you entered any other transactions for this employee (in PMIS or BES) after the incorrect original appointment, this transaction will not work.
- C. You must complete this transaction before you execute the PSE043 - Delete Person.

III. USERS:

Use of this transaction is restricted to the Department of Human Resource Management.

IV. PROCEDURE:

- A. Enter Transaction Code:

PSE044

- B. Transmit.

You will see the Employee Delete data entry screen displayed, with mandatory input fields designated by asterisks. See Exhibit I.

- C. Enter data.

- D. Tab cursor to End.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-16.1	Page 2 of 2
Section: Employee Data Maintenance Transactions	Subject: Employee Delete	

E. Transmit.

F. You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

EXHIBIT I. Employee Delete Screen

```
PSE044                EMPLOYEE DELETE
----- PER129PDB  06/04/2001 11:31:50

Agency..... ***
Position..... *****
Soc-Sec-Num..... *****
-or- Employee-ID..... *****
Agency-Note..... *****
                  *****
End.....

000002 Screen Call-Up Complete -- Proceed
```

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-16.2	Page 1 of 1
Employee Data Section: Maintenance Transactions	Subject: Person Delete	

I. <u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
PSE043	Person Delete

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you delete a Person Record from PMIS.
- B. You must complete the Employee Delete transaction (PSE044) before you execute this transaction.

III. USERS:

All State agencies may use this transaction.

IV. REQUIRED DATA ITEMS:

Employee Social Security Number or ID Number
Last Name

I

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-16.3	Page 1 of 2
Section: Employee Data Maintenance Transactions	Subject: Separated Person Update	

[illegible]

PSE098

Separated Person Update

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you update the PMIS record for a separated person.
- B. This transaction must be authorized by the appropriate persons in accordance with the applicable policies.

III. USERS:

This transaction is restricted to the Department of Human Resource Management.

IV. PROCEDURES:

- A. Enter Transaction Code:

PSE098,NNNNNNNNNN

Or PSE098,E

Where NNNNNNNN = social security number

And E = employee ID number (length varies)

- B. Transmit.

You will see the Separated Person Update Screen displayed. See Exhibit I.

- C. Enter required data items.

- D. Transmit.

You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS

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Page 2 of 2

Section: Employee Data
Maintenance Transactions

Subject: Separated Person Update

EXHIBIT I. Separated Person Update Screen

```
PSE098,22222222      SEPARATED PERSON UPDATE
----- PER129PDB  06/04/2001 14:44:12

Soc-Sec..... 22222222      Last Name..... WILLIAMS
Sex..... M      First Name..... SANDY
Race..... A      Middle Initial... A
Alien Code..... C      Second Initial...
Nationality..... US      Name Suffix.....
Birthdate..... 050447
Handicap Code.....
Person ID..... 00270468      Address Line 1... RT 2, BOX 18
State Begin Date... 100198      Address Line 2...
Separate Date..... 060401      City..... GATE CITY
Nxt Lv Ann Date... 000000      State..... VA
Last Anniv Num..... 00      ZIP Code..... 24251
Prior St Serv..... 000      ZIP+4.....
                                Exper Higher Ed... 00
VSDP Indicator..... N      Deg Inst Code..... 000000
VSDP Begin Date... 000000      Degree Code..... 0
VSDP Eff Date..... 000000
VSDP Months..... 000      End.....

000002 Screen Call-Up Complete -- Proceed
```

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
	PSE011	Suspense Delete

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you delete an employee transaction that is in Suspense (pending).
- B. A transaction automatically goes into Suspense when the effective date of the transaction is in the future. Only employee transactions can go into suspense.
- C. You can use PSE308, Display Employee Suspense Record to display the transaction in Suspense before deleting it.
- D. PMIS produces a P-3 when a Suspense transaction is executed, as well as when the Suspense Delete transaction is entered.

IV. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

V. PROCEDURES:

- A. Enter Transaction Code:

PSE011

- B. Transmit.

You will see the Suspense Delete Screen displayed, with mandatory input fields designated by asterisks. Refer to Exhibit I.

- C. Enter appropriate data items.

- D. Tab cursor to End.

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Section: Suspense

Subject: Suspense Delete

- E. Transmit.
- F. You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

EXHIBIT I. Suspense Delete Screen

PSE011

SUSPENSE DELETE

----- 05/30/2001 11:11:27

Agency.....129
Position..... 09999
Soc-Sec-Num..... 000004444
-or- Employee ID.....
End.....

000002 Screen Call-Up Complete -- Proceed

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-16.5	Page 1 of 2
Section: Employee Data Maintenance Transactions	Subject: Produce P-3	

- | I. | <u>TRANSACTION NUMBER</u> | <u>TRANSACTION TITLE</u> |
|----|---------------------------|--------------------------|
| | PSE300 | Produce P-3 |

II. FUNCTION/DESCRIPTION:

This transaction lets you print a P-3 for an employee.

III. USERS:

All state agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

V. PROCEDURE:

A. Enter Transaction Code:

PSE300

B. Transmit.

You will see the Produce P-3 Data Entry Screen displayed. Refer to Exhibit I.

C. Enter appropriate data items.

D. Tab cursor to End.

E. Transmit.

You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-16.5	Page 2 of 2
Section: Employee Data Maintenance Transactions	Subject: Produce P-3	

EXHIBIT I. Produce P-3 Screen

PSE300
----- PER129PDB 06/06/2001 14:13:06

PRODUCE P3

Agency:
Position:
Soc-Sec-Num:
Employee ID:
Xmit:

Enter Agency & Position, Agency & Position & SSN or ID, or SSN or ID Only

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-16.6	Page 1 of 13
Employee Data Section: Maintenance Transactions	Subject: Retracted Action	

I. <u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
PSE099	Retracted Action

II. FUNCTION/DESCRIPTION:

- A. This transaction retracts a transaction that was transmitted in error (for example, transmitted with incorrect social security number or salary). This transaction is used ***in addition to*** the normal corrections process for an erroneous transaction.
- B. This transaction is only required for transactions that: 1) affect an employee's pay or 2) affect an employee's status as an active employee. This includes the following transactions:

PSE001, Original Hire	PSE120, Suspension - Violation of Standards of Conduct
PSE002, Rehire/Reinstate	PSE121, Suspension with Pay
PSE013, Competitive Vol. Transfer	PSE127/8, LWOP – Layoff
	PSE129, Separated - Layoff
PSE014, Reassignment Within Band	PSE130-5, LWOP
PSE015, Non-Competitive Vol. Transfer	PSE136/7, Retirement
PSE040, Classified Promotion	PSE138, Death
PSE045, Faculty Promotion	PSE140-5, Removed
PSE046, Voluntary Demotion	PSE201, Non-routine Adjustment
PSE047, Proficiency Demotion	PSE204, P-3 Reband
PSE048, Disciplinary Demotion	PSE205, Faculty Salary Adjustment
PSE049, Demotion in Lieu of Layoff	PSE210, Health Care Prof. Salary Upd.
PSE050, Faculty Demotion	PSE211, Agency Non-Routine
PSE065, Class. Comp.	PSE216, Agency Acting Pay
PSE080, Exceptional Promotion	PSE217, Agency Special Rate
PSE081, Exceptional Demotion	PSE218, Red. Sal. to Max. Role Range
PSE101 – 9, Resign	PSE231, Retroactive Adjustment
PSE113, Separation – Completion of Limited Appointment	PSP146/7/8/9, Position Role Change and Employee Change
PSE115, Separated - Layoff Leave Expired	PSP156/7/8/9, Temporary Position Role Change and Employee Change

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-16.6	Page 2 of 13
Employee Data Section: Maintenance Transactions	Subject: Retracted Action	

- C. This transaction does not correct, undo or move transactions transaction. It does not change any employee records. It simply helps ensure that incorrect data is not included in certain PMIS data analyses and audits.
- D. Use this transaction only **after** you have done the normal correction transaction(s). (For example, if you accidentally remove the wrong employee, **first** rehire the employee. **Then** retract the erroneous removal.)
- E. This transaction must be used even when the transaction you want to retract has a specific “undo” transaction associated with it. (For example: PSE065 – Classified Compensation (Same Role and Position.)).
- D. You can also use this transaction to “restore” a transaction that has been mistakenly retracted.

III. USERS:

Use of this transaction is limited to the Department of Human Resource Management.

IV. PROCEDURE:

- A. To **retract** a transaction, you must first access one of the following displays:
 - PSE310, Employee Payment History (for transactions involving pay, original hire, rehire, removals, resignations, separations, layoffs)
 - PSE309, Active Employee Transaction History (for all transactions not listed for PSE310, above)

The Exhibits following this procedure all display PSE309 screens. You will, of course, see the appropriate PSE310 screens, if you access it, instead.

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-16.6	Page 3 of 13
Employee Data Section: Maintenance Transactions	Subject: Retracted Action	

REMINDER

First run the transaction that corrects the erroneous transaction. **Then** retract the erroneous transaction. For example, if you accidentally remove the wrong employee, **first** rehire the employee. **Then** retract the erroneous removal.

If you entered an erroneous PSE065 transaction and then entered an “undo” PSE065 transaction with the “opposite” reason code, you must now retract **both** PSE065 transactions: the “do” transaction **and** the “undo” transaction.

- a. First, display the Active Employee Transaction History Summary.

Enter transaction code:

PSE309,NNNNNNNNNN

Where NNNNNNNNNN is the social security number

or

PSE309,Last Name,First Name

or

PSE309,AAA,PPPPP

Where AAA = Agency Code

PPPPP = Position Number

Or

PSE309,E

Where E = employee ID number (length varies)

- b. Transmit.

You will see the Active Employee Transaction History Summary displayed. (See Exhibit I.)

- c. Double-click on the record corresponding to the transaction you wish to retract.

- d. You will see the appropriate PSE309 screen (Active Employee Transaction History Detail). (See Exhibit II).

- e. At the "Home" position (top right-hand corner), enter the transaction code:

PSE099, Y

- f. Transmit.

- g. You will see the appropriate PSE309 screen displayed, with "Retracted Transaction " displayed in the lower right-hand corner. (See Exhibit III).

- h. If you have a color monitor, note that, in the PSE309 Summary display, this transaction has now been "pinked-out" (displayed against a pink background). To see the "pinked-out" transaction, enter the transaction code:

PSE309,NNNNNNNNNN

Where NNNNNNNNNN is the social security number

or

PSE309,Last Name,First Name

or

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-16.6	Page 5 of 13
Employee Data Section: Maintenance Transactions	Subject: Retracted Action	

PSE309,AAA,PPPPP

Where AAA = Agency Code
PPPPP = Position Number

Or

PSE309, EEEEEEE

Where EEEEEEE = employee ID number

B. To **restore** a transaction, you must first access one of the following displays:

- PSE310, Employee Payment History (for transactions involving pay, original hire, rehire, removals, resignations, separations, layoffs)
- PSE309, Active Employee Transaction History (for all transactions not listed for PSE310, above)

The Exhibits following this procedure all display PSE309 screens. You will, of course, see the appropriate PSE310 screens, if you access it, instead.

a. First, display the Active Employee Transaction History Summary.

Enter transaction code:

PSE309,NNNNNNNNNN

Where NNNNNNNNNN is the social security number

or

PSE309,Last Name,First Name

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-16.6	Page 6 of 13
Employee Data Section: Maintenance Transactions	Subject: Retracted Action	

or

PSE309,AAA,PPPPP

Where AAA = Agency Code
PPPPP = Position Number

Or

PSE309,EEEEEE

Where EEEEE = employee ID number

- b. Transmit.

You will see the Active Employee Transaction History Summary displayed. (See Exhibit IV.)

- c. Double-click on the record corresponding to the transaction you wish to restore.

- d. You will see the appropriate PSE309 screen (Active Employee Transaction History Detail). (See Exhibit V). Note that "Retracted Action" appears in the lower right-hand corner.

- e. At the "Home" position (top right-hand corner), enter the transaction code:

PSE099, N

- f. Transmit.

- g. You will see the appropriate PSE309 screen displayed, with "Restored " displayed in the lower right-hand corner. (See Exhibit VI).

- h. If you have a color monitor, note that, in the PSE309 display, this transaction is no longer "pinked-out" (displayed against a pink

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-16.6	Page 7 of 13
Employee Data Section: Maintenance Transactions	Subject: Retracted Action	

background). To verify this, enter the transaction code:

PSE309,NNNNNNNNNN

Where NNNNNNNNNN is the social security number
or

PSE309,Last Name,First Name

or

PSE309,AAA,PPPPP

Where AAA = Agency Code
PPPPP = Position Number

Or

PSE309,EEEEEE

Where EEEEEEE = employee ID number

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-16.6	Page 8 of 13
Employee Data Section: Maintenance Transactions	Subject: Retracted Action	

EXHIBIT I. Active Employee Transaction History Summary

```
PSE309,123456789    ACTIVE EMPLOYEE TRANSACTION HISTORY SUMMARY
-----^----- 06/10/2001 13:54:00
ID: 272124      Name: BISHOP, JOHN Q
Trans   Efft Date   Agy Pos   Class  P/S Gr   Pct   Months S D Lv  State Sal
QSE065 02/02/2001  123 00018 79033 SWD 03 100.00 12.00 F P   25,905.00
QSE215 11/25/2000  123 00018 79033 SWD 03 100.00 12.00 F P   23,905.00
QSP147 09/25/2000  123 00018 79033 SWD 03 100.00 12.00 F P   23,153.00
QSE304 07/18/2000  123 00018 61383 SWD 07 100.00 12.00 F P   23,153.00
QSE304 03/25/2000  123 00018 61383 SWD 07 100.00 12.00 F P   23,153.00 *
QSE034 03/22/2000  123 00018 61383 SWD 07 100.00 12.00 F P 10 23,153.00 *
QSE215 11/25/1999  123 00018 61383 SWD 07 100.00 12.00 F P   23,153.00 *
```

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-16.6	Page 9 of 13
Employee Data Section: Maintenance Transactions	Subject: Retracted Action	

EXHIBIT II. Active Employee Transaction History Detail
(Before Retraction)

[illegible]

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Employee Data Section: Maintenance Transactions	Subject: Retracted Action	

EXHIBIT III. Active Employee Transaction History Detail
(After Retraction)

[illegible]

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-16.6	Page 11 of 13
Employee Data Section: Maintenance Transactions	Subject: Retracted Action	

EXHIBIT IV. Active Employee Transaction History Detail

PSE309,123456789 ACTIVE EMPLOYEE TRANSACTION HISTORY SUMMARY

-----^----- 06/10/2001 14:05:00

ID: 272124 Name: BISHOP, JOHN Q

Trans	Effrt Date	Agy Pos	Class	P/S Gr	Pct	Months	S D Lv	State	Sal
QSE065	02/02/2001	123 00018	79033	SWD 03	100.00	12.00	F P		25,905.00
QSE215	11/25/2000	123 00018	79033	SWD 03	100.00	12.00	F P		23,905.00
QSP147	09/25/2000	123 00018	79033	SWD 03	100.00	12.00	F P		23,153.00
QSE304	07/18/2000	123 00018	61383	SWD 07	100.00	12.00	F P		23,153.00
QSE304	03/25/2000	123 00018	61383	SWD 07	100.00	12.00	F P		23,153.00 *
QSE034	03/22/2000	123 00018	61383	SWD 07	100.00	12.00	F P	10	23,153.00 *
QSE215	11/25/1999	123 00018	61383	SWD 07	100.00	12.00	F P		23,153.00 *

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-16.6	Page 12 of 13
Employee Data Section: Maintenance Transactions	Subject: Retracted Action	

EXHIBIT V. Active Employee Transaction History Detail
(Before Restoration)

[illegible]

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Chapter: EMPLOYEE TRANSACTIONS	Number: 3-16.6	Page 13 of 13
Employee Data Section: Maintenance Transactions	Subject: Retracted Action	

EXHIBIT VI. Active Employee Transaction History Detail
(After Restoration)

[illegible]

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Chapter: POSITION TRANSACTIONS	Number: 4-0.0	Page 1 of 2
Section: Table of Contents	Subject:	

		<u>Issued</u>	<u>Revised</u>
4-0.0	Table of Contents	09/30/87	11/16/94
4-1.0	Numerical Listing of Transactions	09/30/87	11/16/94
4-2.0	Procedural Guide		
	4-2.1 Form P-5	09/30/87	
	4-2.2 Paperflow Procedures	09/30/87	
4-3.0	Transfer Transactions		
	*4-3.1 Transfer Employee and Position to Another Agency	09/30/87	
4-4.0	Abolish Position Transactions		
	4-4.1 General Funds Not Available Project Reduced or Terminated Position Not Needed – No Other Position Established Position Not Needed – Another Position Established Project and Related Position Transferred Classified Position Replaced by Teaching Position Teaching Position Replaced by Classified Position Vacant for More Than 12 Months Other	09/30/87	11/16/94
	*4-4.2 Position Delete	11/16/94	
4-5.0	Establish Position		
	4-5.1 Position Establish	09/30/87	09/07/01
	4-5.1 Re-establish Position	09/30/87	09/07/01
4-6.0	Role Change		

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Chapter: POSITION TRANSACTIONS	Number: 4-0.0	Page 2 of 2
Section: Table of Contents	Subject:	

		<u>Issued</u>	<u>Revised</u>
4-6.1	No Longer Used		
4-6.2	Position Role Change/Employee Change	10/21/88	09/25/00
4-6.3	Position Role Change from List	04/16/90	11/16/94
4-6.4	Temporary Position Role Change/Employee Change	09/25/00	
4-7.0	Position Field Change		
*4-7.1	Position Field Change (Non-routine)	09/30/87	09/07/01
4-7.2	Position Field Change (Routine)	08/08/86	09/07/01
*4-7.3	Transfer Position to Another Agency	09/30/87	09/25/00
4-7.4	Redefinition of Duties	09/30/87	11/16/94
4-7.5	Change Position Agency Optional Data Fields	09/30/87	09/20/90
4-7.6	Position/Employee Administrative Role Change	11/22/88	11/16/94
4-8.0	Informational Displays		
4-8.1	Position Occupation History Display	09/30/87	
4-8.2	Position History Display	09/30/87	
4-8.3	Current Position Display	09/30/87	08/15/01
4-9.0	SOC /Position-History		
*4-9.1	Create/Change Position-History	11/16/94	
*4-9.2	Delete Position-History	11/16/94	
*4-9.3	Create/Change Occupation-History	11/16/94	

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Chapter: POSITION TRANSACTIONS	Number: 4-0.0	Page 2 of 2
Section: Table of Contents	Subject:	

		<u>Issued</u>	<u>Revised</u>
4-6.1	No Longer Used		
4-6.2	Position Role Change/Employee Change	10/21/88	09/25/00
4-6.3	Position Role Change from List	04/16/90	11/16/94
4-6.4	Temporary Position Role Change/Employee Change	09/25/00	
4-7.0	Position Field Change		
*4-7.1	Position Field Change (Non-routine)	09/30/87	04/15/01
4-7.2	Position Field Change (Routine)	08/08/86	04/15/01
*4-7.3	Transfer Position to Another Agency	09/30/87	09/25/00
4-7.4	Redefinition of Duties	09/30/87	11/16/94
4-7.5	Change Position Agency Optional Data Fields	09/30/87	09/20/90
4-7.6	Position/Employee Administrative Role Change	11/22/88	11/16/94
4-8.0	Informational Displays		
4-8.1	Position Occupation History Display	09/30/87	
4-8.2	Position History Display	09/30/87	
4-8.3	Current Position Display	09/30/87	12/27/00
4-9.0	SOC /Position-History		
*4-9.1	Create/Change Position-History	11/16/94	
*4-9.2	Delete Position-History	11/16/94	
*4-9.3	Create/Change Occupation-History	11/16/94	

*Restricted to the Department of Human Resource Management use only.

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Chapter: POSITION TRANSACTIONS	Number:	Page 1 of 3
Section: Numerical Listing of Transactions	Subject:	

<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>	<u>REFERENCE NUMBER</u>
*PSP110	Transfer Employee and Position to Another Agency	4-3.1
PSP120	Abolish/General Funds Not Available Project Reduced or Terminated	4-4.1
*PSP121	Position Delete	4-4.2
PSP122	Abolish/Position Not Needed - No Other Position Established	4-4.1
PSP123	Abolish/Funded Position Not Needed - Another Position Established	4-4.1
PSP124	Abolish/Project and Related Position Transferred	4-4.1
PSP125	Abolish/Classified Position Replaced by Teaching Position	4-4.1
PSP126	Abolish/Teaching Position Replaced by Classified Position	4-4.1
PSP127	Abolish/Vacant for More Than 12 Months	4-4.1
PSP128	Abolish/Other	4-4.1
PSP130	Position Establish	4-5.1
PSP131	Reestablish Position	4-5.2
PSP140	Position Role Change	4-6.1
PSP146	Position Role Change/Employee Change	4-6.2
PSP147	Lateral Position Role Change/Employee Change	4-6.2

*Transaction is restricted to the Department of Human Resource Management.

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Chapter: POSITION TRANSACTIONS	Number:	Page 2 of 3
Section: Numerical Listing of Transactions	Subject:	

<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>	<u>REFERENCE NUMBER</u>
PSP148	Upward Position Role Change/Employee Change	4-6.2
PSP149	Downward Position Role Change/Employee Change	4-6.2
*PSP150	Position Field Change (Non-Routine)	4-7.1
PSP156	Temporary Position Role Change/Employee Change	4-6.4
PSP157	Temporary Lateral Position Role Change/Employee Change	4-6.4
PSP158	Temporary Upward Position Role Change/Employee Change	4-6.4
PSP159	Temporary Downward Position Role Change/Employee Change	4-6.4
PSP160	Position Field Change (Routine)	4-7.2
*PSP170	Transfer Position to Another Agency	4-7.3
PSP180	Redefinition of Duties	4-7.4
*PSP181	Create/Change Position-History	4.9-1
*PSP182	Delete Position-History	4.9-2
*PSP183	Create/Change Occupation-History	4.9-3
PSP190	Position Field Change (Optional)	4-7.5
PSP400	Position/Employee Administrative Role Change	4-7.6
PSP997	Occupation History Display	4-8.1

*Transaction is restricted to the Department of Human Resource Management.

PMIS USER'S MANUAL

Chapter: POSITION TRANSACTIONS	Number:	Page 3 of 3
Section: Numerical Listing of Transactions	Subject:	

<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>	<u>REFERENCE NUMBER</u>
PSP998	Position History Display	4-8.2
PSP999	Current Position Display	4-8.3

*Transaction is restricted to the Department of Human Resource Management.

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Chapter: POSITION TRANSACTIONS	Number: 4-3.1	Page 1 of 3
Section: Transfer	Subject: Transfer Employee and Position	

- | I. | <u>TRANSACTION NUMBER</u> | <u>TRANSACTION TITLE</u> |
|----|---------------------------|--------------------------------|
| | PSP110 | Transfer Employee and Position |

II. FUNCTION/DESCRIPTION:

- A. This transaction transfers classified employees and position information within the same or to another agency.
- B. This transaction generates a P-3 document.
- C. Duplicate position numbers within the same agency are not allowed.
- D. This transaction must be authorized by appropriate persons in accordance with applicable policies.

III. USERS:

The use of this transaction is restricted to the Department of Human Resource Management.

IV. PROCEDURE:

- A. Enter Transaction Code:

PSP110

- B. Transmit.

You will see the data entry screen displayed, with mandatory input fields designated by asterisks. Refer to Exhibit I.

- C. Enter required data items.
- D. Tab cursor to END.
- E. Transmit.

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Chapter: POSITION TRANSACTIONS	Number: 4-3.1	Page 2 of 3
Section: Transfer	Subject: Transfer Employee and Position	

You will see the "TRANSACTION COMPLETE" message displayed when all data items are valid and the transaction is accepted.

EXHIBIT I. Transfer Employee and Position Screen

```
PSP110
----- 06/27/2000
09: 58: 12

      TRANSFER EMPLOYEE AND POSITION TO ANOTHER AGENCY

          Agency..... ***
          Position..... *****
          Trans-Efft-Date.... *****

              Transfer To:

          Agency..... ***
          Position..... *****
          End.....
```

Chapter: POSITION TRANSACTIONS	Number:	Page 1 of 3
Section: Abolish Position	Subject: Abolish	

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
	PSP120	Abolish/General Funds Not Available, Project Reduced or Terminated
	PSP122	Abolish/Position Not Needed—No Other Position Established
	PSP123	Abolish/Funded Position Not Needed-- Another Position Established
	PSP124	Abolish/Project and Related Position Transferred
	PSP125	Abolish/Classified Position Replaced by Teaching Position
	PSP126	Abolish/Teaching Position Replaced by Classified Position
	PSP127	Abolish/Vacant for More Than 12 Months
	PSP128	Abolish/Other

II. FUNCTION/DESCRIPTION:

- A. These transactions let you abolish positions from PMIS.
- B. These transactions must be authorized by appropriate persons in accordance with applicable policies.

III. USERS:

All agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for State agencies without data entry terminals.

IV. PROCEDURE:

- A. Enter the transaction number corresponding to the reason the position has been abolished:

Chapter: POSITION TRANSACTIONS	Number:	Page 2 of 3
Section: Abolish Position	Subject: Abolish	

PSP120	Abolish/General Funds Not Available, Project Reduced or Terminated
PSP122	Abolish/Position Not Needed—No Other Position Established
PSP123	Abolish/Funded Position Not Needed-- Another Position Established
PSP124	Abolish/Project and Related Position Transferred
PSP125	Abolish/Classified Position Replaced by Teaching Position
PSP126	Abolish/Teaching Position Replaced by Classified Position
PSP127	Abolish/Vacant for More Than 12 Months
PSP128	Abolish/Other

B. Transmit.

You will see the data entry screen displayed with mandatory input fields designated by asterisks. The screens for these transactions are identical except for the first line which displays the transaction number and abolish reason. Refer to Exhibit I.

C. Enter required items.

D. Tab cursor to END.

E. Transmit.

You will see the "Transaction Complete" message displayed when all data items are valid and the transaction is accepted.

PMIS USER'S MANUAL

Chapter: POSITION TRANSACTIONS	Number:	Page 3 of 3
Section: Abolish Position	Subject: Abolish	

Exhibit I. Abolish Position Screen

PSP120	ABOLISH POSITION - PROJECT REDUCED OR TERMINATED
----- 08/19/1994 11:27:40	
Agency.....	***
Position.....	*****
Trans-Efft-Date.....	*****
End.....	
000002 Screen Call-Up Complete -- Proceed	

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Chapter: POSITION TRANSACTIONS	Number: 4-4.2	Page 1 of 1
Section: Abolish Position	Subject: Position Delete	

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
----	---------------------------	--------------------------

PSP121

Position Delete

II. FUNCTION/DESCRIPTION:

- A. This transaction deletes a position from PMIS.
- B. This transaction also corrects any errors made in position history.
- C. This transaction must be authorized by appropriate persons in accordance with applicable policies.

III. USERS:

This transaction is restricted to the Department of Human Resource Management.

PMIS USER'S MANUAL

Chapter: POSITION TRANSACTIONS	Number: 4-5.1	Page 1 of 4
Section: Position Establish/Re-establish	Subject: Position Establish/Re-establish	

I. TRANSACTION NUMBER TRANSACTION TITLE

PSP130	Position Establish
PSP131	Position Re-establish

II. FUNCTION/DESCRIPTION:

- A. These transactions establish/re-establish a classified or faculty position in PMIS.
- B. Duplicate position numbers within the same agency are not allowed.
- C. These transactions must be authorized by appropriate persons in accordance with applicable policies.
- D. State agencies must maintain P-5 Form or other appropriate documentation for audit purposes.

III. USERS:

All state agencies with data entry terminals may use these transactions. The Department of Human Resource Management enters information for those agencies without data entry terminals.

IV. PROCEDURE:

- A. Enter Transaction Code:

PSP130
or
PSP131

- B. Transmit.

You will see the first data entry screen displayed with mandatory input fields designated by asterisks. Refer to Exhibit I.

- C. Enter required data items.

Chapter: POSITION TRANSACTIONS	Number: 4-5.1	Page 2 of 4
Section: Position Establish/Re-establish	Subject: Position Establish/Re-establish	

D. Tab cursor to END.

E. Transmit.

F. You will see the screen in Exhibit II, with the following differences, as appropriate:

PSP130: Will display "PSP130" and "Position Establish" in the title line.

PSP131: Will display "PSP131" and "Position Re-establish" in the title line.

G. Mandatory input fields are designated by asterisks. Enter data items.

Position Level: Enter the code for the level of supervision for this position.

Reports to Agy: Enter the code for the agency that this position reports to.

Reports to Pos: Enter the number for the position that *this* position reports to.

(If you enter a value for "Reports to Agy", you must enter a value for "Reports to Pos". If you do not enter a value for "Reports to Agy", you will not be able to enter a value for "Reports to Pos".)

Title: Enter work title.

Exclude E-Mail: Enter "Y" or "N" to indicate whether the employee in this position should be excluded from the web-based State Employee Directory.

Telecommute: Enter "Y" or "N" to indicate whether or not position has been designated for telecommuting. Agencies must have appropriate internal policies and procedures in order to allow telecommuting.

PMIS USER'S MANUAL

Chapter: POSITION TRANSACTIONS	Number: 4-5.1	Page 3 of 4
Section: Position Establish/Re-establish	Subject: Position Establish/Re-establish	

Drug Test Pool: Enter "Y" or "N" to indicate whether or not position has been designated for Drug Testing. Only agencies with drug testing programs approved by DHRM and Office of Attorney General may designate positions for drug testing.

- H. Tab cursor to END.
- I. Transmit.
- J. You will see the "TRANSACTION COMPLETE" message displayed when all data items are valid and the transaction is accepted.
- K. Note that once the cursor returns to the home position, you may TAB to the position number and establish/re-establish another position without completely re-starting the transaction.

Exhibit I. First Data Entry Screen

```
PSP130
----- 06/26/2000

          POSITION CREATE

          Agency: ***
          Posi ti on: *****
          Xmi t:
```

Chapter: POSITION TRANSACTIONS	Number: 4-5.1	Page 4 of 4
Section: Position Establish/Re-establish	Subject: Position Establish/Re-establish	

EXHIBIT II. Position Establish/Re-Establish Screen

```

PSP130, 123, 12345          POSITION ESTABLISH
-----
Agency 123          Position 12345          Trans-Efft-Date 06/26/2000 11:06:12 *****
-----
Role ***** Pay Area / Shift ** / *          Position Level *
Payroll ***          Location ***          Status *
Duration *          Months *****          Percent *****
Category *          Expire Date          Established Date
Subdivision          Sub-Unit          Activity Number
Overtime Exempt E/N          Review Date
Review Reason          Vacated Date          Vacate Review Code
E-Mail          Telecommute N Y/N          Drug Test Pool N Y/N
SOC Code ***** Program Subpgm Element Prjct Cost Fund Percent
1 *** ** ** ***** **
Report To Agy 2 000 00 00 00000 000 0000 000.00
Report To Pos 3 000 00 00 00000 000 0000 000.00
EEO * 4 000 00 00 00000 000 0000 000.00
Address Code CENTR 5 000 00 00 00000 000 0000 000.00
Delete Code * 6 000 00 00 00000 000 0000 000.00
Exclusion 7 000 00 00 00000 000 0000 000.00
Title
Opt Pos Data
End
000002 Screen Call-Up Complete -- Proceed
  
```

PMIS USER'S MANUAL

Chapter: POSITION TRANSACTIONS	Number: 4-5.1	Page 5 of 5
Section: Position Establish/Re-establish	Subject: Position Establish/Re-establish	

EXHIBIT II. Position Establish/Re-Establish Screen

```

PSP130, 123, 12345          POSITION ESTABLISH
-----
Agency 123          Position 12345          Trans- Effrt- Date 06/26/2000 11:06:12 *****
-----
Role ***** Pay Area / Shift ** / *          Position Level
Payroll ***          Location ***          Status *
Duration *          Months *****          Percent *****
Category *          Expire Date          Established Date
Subdi vision          Sub-Unit          Activity Number
Supervi sor U          Num Supervised          Review Date
Review Reason          Vacated Date          Vacate Review Code
Exclude E-Mail          Overtime          E/N
SOC Code *****          Program Subpgm Element Prjct Cost Fund Percent
          *** ** ** ***** *** *****
Report To Agy          000 00 00 00000 000 0000 000.00
Report To Pos          000 00 00 00000 000 0000 000.00
EEO *          000 00 00 00000 000 0000 000.00
Address Code CENTR          000 00 00 00000 000 0000 000.00
Delete Code *          000 00 00 00000 000 0000 000.00
Exclusion
Title
Opt Pos Data
End
000002 Screen Call-Up Complete -- Proceed
  
```

Chapter: POSITION TRANSACTIONS	Number: 4-6.2	Page 1 of 6
Section: Role Change	Subject: Position Role Change/Employee Change	

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
	PSP146	Position Role Change and Employee Change

II. FUNCTION/DESCRIPTION:

- A. This transaction simultaneously changes the position role and makes appropriate changes in employee records. It cannot change the roles of positions independently from changes in employee records.
- B. This transaction permanently changes the position and employee records. To temporarily change the position and employee records, use PSP156 – Temporary Position Role Change and Employee Change.
- C. This transaction is initiated through a P-5 action
- D. PMIS will appropriately change position and employee records, including the employee's salary and the incentive pay increase date.
 - 1. When the position role is changed to a role with a higher salary band, a PSP148 - UPWARD POSITION ROLE CHANGE/EMPLOYEE CHANGE is recorded on the position and employee records. Salary may be increased up to 10% or to the minimum of the higher salary band.
 - 2. When the position role is changed to a role with a lower salary band, a PSP149 - DOWNWARD POSITION ROLE CHANGE/EMPLOYEE CHANGE is recorded on the position and employee records. If the employee's salary is above the maximum for the new role, the employee is given a Salary Review Date according to the Role Change Policy. The employee's name appears on the Employees Approaching Salary Review Date Report. When required by the Role Change Policy, the employee's

Chapter: POSITION TRANSACTIONS	Number: 4-6.2	Page 2 of 6
Section: Role Change	Subject: Position Role Change/Employee Change	

salary is automatically reduced in PMIS on the Salary Review Date.

3. When the position role is changed to a role having the same salary band, the PSP147 - LATERAL POSITION ROLE CHANGE/EMPLOYEE CHANGE is recorded on the position and employee records. Salary may increase up to 10%, as long as it does not exceed the maximum of the salary band. The employee's incentive pay increase date does not change.
- E. This transaction eliminates any special rate or non-state salary which the employee previously received. A PSE211 - AGENCY NON-ROUTINE transaction must be used to re-enter these items if appropriate in the new role.
- F. This transaction cannot be used for employees in teacher, faculty or unbanded roles, or positions that have alternate role codes. If you must change a position role and change the employee record with separate transactions, use the PSP140 - POSITION ROLE CHANGE transaction. Then submit a P-3 Form requesting a PSE082 - EXCEPTIONAL ROLE CHANGE to DHRM to update the employee record.
- G. If the role change exceeds two salary bands, PSP146 cannot be used. Use a PSP140 transaction to update the position record. Then submit a P-3 requesting a PSE082 transaction to DHRM to update the employee record.
- H. This transaction must be authorized by appropriate persons in accordance with applicable policies.
- I. State agencies must maintain P-5 Form or other appropriate documentation for audit purposes.

Chapter: POSITION TRANSACTIONS	Number: 4-6.2	Page 3 of 6
Section: Role Change	Subject: Position Role Change/Employee Change	

III. USERS:

All state agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for state agencies without data entry terminals.

IV. PROCEDURE:

A. Enter Transaction Code:

PSP146

B. Transmit.

You will see the initial Position Role Change and Employee Change screen displayed, with mandatory input fields designated by asterisks. Refer to Exhibit I.

C. Enter required data.

D. Tab cursor to END.

E. Transmit.

F. You will see the Position Role Change and Employee Change screen displayed, with mandatory input fields designated by asterisks. Refer to Exhibit II.

G. Enter required data. For valid code values, see the Code Tables (PMIS User's Manual, Vol. I). The following data items are new:

- Role Code
- SOC Code: Standard Occupational Classification code

H. Tab cursor to END.

I. Transmit.

PMIS USER'S MANUAL

Chapter: POSITION TRANSACTIONS	Number: 4-6.2	Page 4 of 6
Section: Role Change	Subject: Position Role Change/Employee Change	

You will see the "TRANSACTION COMPLETE" message displayed when all data items are valid and the transaction is accepted.

Chapter: POSITION TRANSACTIONS	Number: 4-6.2	Page 5 of 6
Section: Role Change	Subject: Position Role Change/Employee Change	

Exhibit I. Initial Position Role Change and Employee Change Screen

```
PSP146
----- 07/14/2000 11:15:44

      POSITION ROLE CHANGE & EMPLOYEE CHANGE

          Agency: ***
          Position: *****
             Xmit:

          Fast Access: QSP146, agy, position

000002 Screen Call-Up Complete -- Proceed
```

Chapter: POSITION TRANSACTIONS	Number: 4-6.2	Page 6 of 6
Section: Role Change	Subject: Position Role Change/Employee Change	

EXHIBIT II. Position Role Change and Employee Change

```
PSP146      POSITION ROLE CHANGE & EMPLOYEE CHANGE
----- 07/14/2000 11:44:43
-- Position Data --
Agency: 123      Dept of Military Affairs
Position: 00095
Trans-Efft-Date: *****
Role Code: *****
Pay Area: SW
Shift Code: D
Location: 135      Nottoway
SOC: 023415      Accountant Senior

-- Employee Data --
State Sal   Soc-Sec   Employee Name
1:          098765432  MUNSTER, LILY

Xmit:

000002 Screen Call-Up Complete -- Proceed
```

Chapter: POSITION TRANSACTIONS	Number: 4-6.4	Page 1 of 5
Section: Role Change	Subject: Temp. Position Role Change/Employee Change	

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
	PSP156	Temporary Position Role Change and Employee Change

II. FUNCTION/DESCRIPTION:

- A. This transaction simultaneously changes position roles and makes appropriate changes in employee records. It cannot change the position roles independently from changes in employee records.
- B. This transaction temporarily changes the position and employee records. To permanently change the position and employee records, use PSP146 – Position Role Change and Employee Change.
- C. This transaction is initiated through a P-5 action
- D. PMIS will appropriately change position and employee records, including the employee's salary and the incentive pay increase date.
 1. When the position role is changed to a role with a higher salary band, a PSP158 - UPWARD POSITION ROLE CHANGE/EMPLOYEE CHANGE is recorded on the position and employee records. The salary may be increased up to 15%, as long as it does not exceed the salary band maximum.
 2. When the position role is changed to a role with a lower salary band, a PSP159 - DOWNWARD POSITION ROLE CHANGE/EMPLOYEE CHANGE is recorded on the position and employee records. If the employee's salary is above the maximum for the new role, the employee is given a Salary Review Date according to the Role Change Policy. The employee's name appears on the Employees Approaching Salary Review Date Report. When required by the Role Change Policy, the employee's

Chapter: POSITION TRANSACTIONS	Number: 4-6.4	Page 2 of 5
Section: Role Change	Subject: Temp. Position Role Change/Employee Change	

salary is automatically reduced in PMIS on the Salary Review Date.

3. When the position role is changed to a role having the same salary band, the PSP157 - LATERAL POSITION ROLE CHANGE/EMPLOYEE CHANGE is recorded on the position and employee records. The employee's incentive pay increase date does not change.
- E. This transaction eliminates any special rate or non-state salary which the employee previously received. A PSE211 - AGENCY NON-ROUTINE transaction must be used to re-enter these items if appropriate in the new role.
- F. This transaction cannot be used for employees in trainee, teacher, faculty or unbanded roles, or positions that have alternate role codes. If you must change a position role and change the employee record with separate transactions, use the PSP140 - POSITION ROLE CHANGE transaction. Then submit a P-3 Form requesting a PSE082 - EXCEPTIONAL ROLE CHANGE to DHRM to update the employee record.
- G. If the role change exceeds two salary bands, PSP146 cannot be used. Use a PSP140 transaction to update the position record. Then submit a P-3 requesting a PSE082 transaction to DHRM to update the employee record.
- H. This transaction must be authorized by appropriate persons in accordance with applicable policies.
- I. State agencies must maintain P-5 Form or other appropriate documentation for audit purposes.

III. USERS:

All state agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for state agencies without data entry terminals.

Chapter: POSITION TRANSACTIONS	Number: 4-6.4	Page 3 of 5
Section: Role Change	Subject: Temp. Position Role Change/Employee Change	

IV. PROCEDURE:

A. Enter Transaction Code:

PSP156

B. Transmit.

You will see the initial Position Role Change and Employee Change screen displayed, with mandatory input fields designated by asterisks. Refer to Exhibit I.

C. Enter required data.

D. Tab cursor to END.

E. Transmit.

F. You will see the Temporary Pay screen displayed, with mandatory input fields designated by asterisks. Refer to Exhibit II.

G. Enter required data. For valid code values, see the Code Tables (PMIS User's Manual, Vol. I).

- Role Code
- SOC: Standard Occupational Classification

H. Tab cursor to END.

I. Transmit.

You will see the "TRANSACTION COMPLETE" message displayed when all data items are valid and the transaction is accepted.

Chapter: POSITION TRANSACTIONS	Number: 4-6.4	Page 4 of 5
Section: Role Change	Subject: Temp. Position Role Change/Employee Change	

Exhibit I. Initial Position Role Change and Employee Change Screen

```
PSP156
----- 09/05/2000 12:29:35

      POSITION ROLE CHANGE & EMPLOYEE CHANGE

          Agency: ***
          Position: *****
              Xmit:

          Fast Access: QSP156,agy,position

000002 Screen Call-Up Complete -- Proceed
```

PMIS USER'S MANUAL

Chapter: POSITION TRANSACTIONS	Number: 4-6.4	Page 5 of 5
Section: Role Change	Subject: Temp. Position Role Change/Employee Change	

EXHIBIT II. Temporary Position Role Change and Employee Change

```
PSP156          TEMPORARY PAY
----- 08/29/2000 14:55:22
          -- Position Data --

    Agency: 127      Department Of Philosophy
    Position: 00120
Trans-Efft-Date: *****
    Role Code: *****
    Pay Area: SW
    Shift Code: D
    Location: 041      Chesterfield
    SOC: 075051      Emergency Services Communicati

          -- Employee Data --
    State Sal  Soc-Sec  Employee Name
1:           123456789  Marilyn Munster

Xmit:

000002 Screen Call-Up Complete -- Proceed
```

PMIS USER'S MANUAL

Chapter: POSITION TRANSACTIONS	Number: 4-7.1	Page 1 of 4
Section: Position Field Change	Subject: Position Field Change (Non-Routine)	

- I. TRANSACTION NUMBER TRANSACTION TITLE
- PSP150 Position Field Change (Non-Routine)

II. FUNCTION/DESCRIPTION:

- A. This transaction updates non-routine position information for a previously established *classified or faculty* position in PMIS.
- B. This transaction updates the following non-routine position information: DELETE-CODE, CONVERSION-INDC, and EXCLUSION-CODE.
- C. For routine position field changes, use PSP160, Position Field Change (Routine).
- D. This transaction must be authorized by appropriate persons in accordance with applicable policies.

III. USERS:

Use of this transaction is limited to the Department of Human Resource Management.

IV. PROCEDURE:

- A. Enter Transaction Code:

 PSP150

- B. Transmit.

You will see the first data entry screen displayed, with mandatory input fields designated by asterisks. Refer to Exhibit I.

- C. Enter required data items.
- D. Tab cursor to END.

Chapter: POSITION TRANSACTIONS	Number: 4-7.1	Page 2 of 4
Section: Position Field Change	Subject: Position Field Change (Non-Routine)	

- E. Transmit.
- F. You will see the Position Field Change Screen. Refer to Exhibit II.
- G. Mandatory input fields are designated by asterisks. Enter data items.

Position Level: Enter the code for the level of supervision for this position.

Reports to Agy: Enter the code for the agency that this position reports to.

Reports to Pos: Enter the number for the position that *this* position reports to.

(If you enter a value for "Reports to Agy", you must enter a value for "Reports to Pos". If you do not enter a value for "Reports to Agy", you will not be able to enter a value for "Reports to Pos".)

Title: Enter work title.

Exclude E-Mail: Enter "Y" or "N" to indicate whether the employee in this position should be excluded from the web-based State Employee Directory.

Telecommute: Enter "Y" or "N" to indicate whether or not position has been designated for telecommuting. Agencies must have appropriate internal policies and procedures in order to allow telecommuting.

Drug Test Pool: Enter "Y" or "N" to indicate whether or not position has been designated for Drug Testing. Only agencies with drug testing programs approved by DHRM and Office of Attorney General may designate positions for drug testing.

- H. Tab cursor to END.

PMIS USER'S MANUAL

Chapter: POSITION TRANSACTIONS	Number: 4-7.1	Page 3 of 4
Section: Position Field Change	Subject: Position Field Change (Non-Routine)	

- I. Transmit.
- J. You will see the "TRANSACTION COMPLETE" message displayed when all data items are valid and the transaction is accepted.

Exhibit I. First Data Entry Screen

PSP150

----- 06/26/2000 11:02:44

POSITION FIELD CHANGE

Agency: ***

Position: *****

Xmit:

Chapter: POSITION TRANSACTIONS	Number: 4-7.1	Page 4 of 4
Section: Position Field Change	Subject: Position Field Change (Non-Routine)	

EXHIBIT II. Position Field Change Screen

```

PSP150, 123, 12345          POSITION FIELD CHANGE          03/13/2001 11:06:12
-----
Agency 177          Position 12345          Trans- Effrt- Date *****
-----
Role 00123          Pay Area / Shift SW / D          Position Level
Payroll 001          Location 135          Status F
Duration P          Months 12.00          Percent 100.00
Category R          Expire Date          Established Date 010100
Subdivision          Sub-Unit          Activity Number
Overtime Exempt E E/N          Review Date
Review Reason          Vacated Date          Vacate Review Code
E-Mail N          Telecommute N Y/N          Drug Test Pool N Y/N
SOC Code 000123          Program Subpgm Element Prjct Cost Fund Percent
1 749          01          00          00000          000          0000          100.00
Report To Agy          2 000          00          00          00000          000          0000          000.00
Report To Pos          3 000          00          00          00000          000          0000          000.00
EEO *          4 000          00          00          00000          000          0000          000.00
Address Code CENTR          5 000          00          00          00000          000          0000          000.00
Delete Code *          6 000          00          00          00000          000          0000          000.00
Exclusion          7 000          00          00          00000          000          0000          000.00
Title
Opt Pos Data
End
000002 Screen Call-Up Complete -- Proceed
  
```

PMIS USER'S MANUAL

Chapter: POSITION TRANSACTIONS	Number: 4-7.2	Page 1 of 4
Section: Position Field Change	Subject: Position Field Change (Routine)	

- | | | |
|----|---------------------------|---------------------------------|
| I. | <u>TRANSACTION NUMBER</u> | <u>TRANSACTION TITLE</u> |
| | PSP160 | Position Field Change (Routine) |

II. FUNCTION/DESCRIPTION:

- A. This transaction updates position information for a previously established *classified or faculty* position in PMIS.
- B. This transaction updates certain position information including funding information, activity, and expiration date.
- C. Execution of this transaction will generate a P-3 document, if the position is filled.
- D. This transaction must be authorized by appropriate persons in accordance with applicable policies.
- E. State agencies must maintain P-5 Form or other appropriate documentation for audit purposes.

III. USERS:

All state agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for state agencies without data entry terminals.

IV. PROCEDURE:

- A. Enter Transaction Code:

PSP160

- B. Transmit.

You will see the first data entry screen displayed, with mandatory input fields designated by asterisks. Refer to Exhibit I.

- C. Enter required data items.

Chapter: POSITION TRANSACTIONS	Number: 4-7.2	Page 2 of 4
Section: Position Field Change	Subject: Position Field Change (Routine)	

- D. Tab cursor to END.
- E. Transmit.
- F. You will see the Position Field Change Screen. Refer to Exhibit II.
- G. Mandatory input fields are designated by asterisks. Enter data items.

Position Level: Enter the code for the level of supervision for this position.

Reports to Agy: Enter the code for the agency that this position reports to.

Reports to Pos: Enter the number for the position that *this* position reports to.

(If you enter a value for "Reports to Agy", you must enter a value for "Reports to Pos". If you do not enter a value for "Reports to Agy", you will not be able to enter a value for "Reports to Pos".)

Title: Enter work title. The title cannot exceed 11 characters (including spaces).

Exclude E-Mail: Enter "Y" or "N" to indicate whether the employee in this position should be excluded from the web-based State Employee Directory.

- H. Tab cursor to END.
- I. Transmit.
- J. You will see the "TRANSACTION COMPLETE" message displayed when all data items are valid and the transaction is accepted.

PMIS USER'S MANUAL

Chapter: POSITION TRANSACTIONS	Number: 4-7.2	Page 3 of 4
Section: Position Field Change	Subject: Position Field Change (Routine)	

EXHIBIT I. First Data Entry Screen

```
PSP160
----- 06/26/2000 11:02:44

      POSITION FIELD CHANGE

      Agency: ***
      Posi tion: *****
      Xmi t:
```

Chapter: POSITION TRANSACTIONS	Number: 4-7.2	Page 4 of 4
Section: Position Field Change	Subject: Position Field Change (Routine)	

EXHIBIT II. Position Field Change Screen

```

PSP160, 123, 12345          POSITION FIELD CHANGE          12/27/2000 11:06:12
-----
Agency 177          Position 12345          Trans- Effrt- Date *****
-----
Role 00123          Pay Area / Shift SW / D          Position Level *
Payroll 001          Location 135          Status F
Duration P          Months 12.00          Percent 100.00
Category R          Expire Date          Established Date 010100
Subdivision          Sub-Unit          Activity Number
Overtime Exempt E E/N          Review Date
Review Reason          Vacated Date          Vacate Review Code
E-Mail N          Telecommute N Y/N          Drug Test Pool N Y/N
SOC Code 000123          Program Subpgm Element Prjct Cost Fund Percent
1 749 01 00 00000 000 0000 100.00
Report To Agy 2 000 00 00 00000 000 0000 000.00
Report To Pos 3 000 00 00 00000 000 0000 000.00
EE0 * 4 000 00 00 00000 000 0000 000.00
Address Code CENTR 5 000 00 00 00000 000 0000 000.00
Delete Code * 6 000 00 00 00000 000 0000 000.00
Exclusion 7 000 00 00 00000 000 0000 000.00
Title
Opt Pos Data
End
000002 Screen Call-Up Complete -- Proceed
  
```

I. TRANSACTION NUMBER

TRANSACTION TITLE

PSP170

Transfer Position to Another Agency

II. FUNCTION/DESCRIPTION:

- A. This transaction transfers a vacant classified position from one state agency to another.
- B. This transaction will not transfer a vacant position within the same agency.
- C. The position being transferred cannot be occupied by an employee.
- D. This transaction must be authorized by appropriate persons in accordance with applicable policies.

III. USERS:

This transaction is restricted to the Department of Personnel and Training.

IV. PROCEDURE:

- A. Enter Transaction Code:

PSP170, AAA,PPPPP

where AAA = class code
 PPPPP = position number

- B. Transmit.
- C. You will see the Transfer Position to Another Agency screen displayed, with mandatory input fields designated by asterisks. Refer to Exhibit I.
- D. Enter appropriate data items.

Chapter: POSITION TRANSACTIONS	Number: 4-7.3	Page 2 of 3
Section: Position Field Change	Subject: Transfer Position to Another Agency	

SOC code: Enter class code.

Reports to Agy: Enter the code for the agency that this position reports to.

Level: Enter the code for the level of supervision for this position.

Title: Enter work title. The title cannot exceed xx characters (including spaces).

Reports to Pos: Enter the number for the position that *this* position reports to.

E. Tab cursor to End.

F. Transmit.

You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

PMIS USER'S MANUAL

Chapter: POSITION TRANSACTIONS	Number: 4-7.3	Page 3 of 3
Section: Position Field Change	Subject: Transfer Position to Another Agency	

Exhibit I. Transfer Position to Another Agency Screen

```

PSP170                TRANSFER POSITION TO ANOTHER AGENCY
----- 06/14/2000 07:33:48
Agency..... ***    Posi ti on..... *****    Trans- Efft- Date.... *****
-----
Transfer To: Agency..... ***    Position..... *****
              Payroll..... ***    Category..... *
              Location..... ***    Review Vacant..... *
              Activi ty..... ***    EEO..... *
              SOC Code..... *****
              Reports to Agy.....    Reports to Pos.....
              Level.....
              Title.....
-----
Program  Subprogram  Element  Project  Cost  Fund  Percent
***      **          **          *****  ***  ****  *
000      00          00          00000    000  0000  000. 00
000      00          00          00000    000  0000  000. 00
000      00          00          00000    000  0000  000. 00
000      00          00          00000    000  0000  000. 00
000      00          00          00000    000  0000  000. 00
  
```

Chapter: POSITION TRANSACTIONS	Number: 4-7.4	Page 1 of 3
Section: Position Field Change	Subject: Redefinition of Duties	

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
	PSP180	Redefinition of Duties

II. FUNCTION/DESCRIPTION:

- A. This transaction is used to indicate changes in a position's duties and responsibilities when those changes do not result in a role change.
- B. A redefinition of duties should be performed when a job has changed to the extent that the most recent job description no longer provides an accurate picture of the position's function.
- C. The audit data field indicates that an analyst has redefined the duties of the position.
- D. The effect transaction can be seen on the Position History Display (PSP998).
- E. This transaction must be authorized by appropriate persons in accordance with applicable policies.
- F. State agencies must maintain P-5 Form or other appropriate documentation for audit purposes.

III. USERS:

All state agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for those agencies without data entry terminals.

IV. PROCEDURE:

- A. Enter Transaction Code:

PSP180

- B. Transmit.

Chapter: POSITION TRANSACTIONS	Number: 4-7.4	Page 2 of 3
Section: Position Field Change	Subject: Redefinition of Duties	

You will see the data entry screen displayed, with mandatory input fields designated by asterisks. See Exhibit I.

- C. Enter data items.
- D. Tab cursor to END.
- E. Transmit.

You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

PMIS USER'S MANUAL

Chapter: POSITION TRANSACTIONS	Number: 4-7.4	Page 3 of 3
Section: Position Field Change	Subject: Redefinition of Duties	

EXHIBIT I. Redefinition of Duties Screen

```
QSP180          REDEFINITION OF DUTIES          06/30/2000 11:05:43
-----
Agency..... ***
Posi ti on..... *****
Trans- Efft- Date... *****
Audi t..... *
End.....
```

Chapter: POSITION TRANSACTIONS	Number: 4-7.5	Page 1 of 4
Section: Position Field Change	Subject: Position Field Change (Optional)	

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
	PSP190	Position Field Change (Optional)

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you update optional classified and faculty position information (for example, activity number, payroll number, agency subdivision, and sub-unit).
- B. This transaction must be authorized by appropriate persons in accordance with applicable policies.

III. USERS:

All state agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for state agencies without data entry terminals.

IV. PROCEDURES:

- A. Enter Transaction Code:

PSP190
- B. Transmit.

You will see an initial data entry screen displayed, with mandatory input fields designated by asterisks. See Exhibit I.
- C. Enter appropriate data items.
- D. Tab cursor to End.
- E. Transmit.
- F. You will see the Change Position Optional Data Fields screen displayed. See Exhibit II.

PMIS USER'S MANUAL

Chapter: POSITION TRANSACTIONS	Number: 4-7.5	Page 2 of 4
Section: Position Field Change	Subject: Position Field Change (Optional)	

- F. Enter data.
- G. Tab cursor to End.
- H. Transmit.

You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

Chapter: POSITION TRANSACTIONS	Number: 4-7.5	Page 3 of 4
Section: Position Field Change	Subject: Position Field Change (Optional)	

Exhibit I. Initial Position Field Change (Optional Information) Screen

```
PSP190
----- 06/29/2000 15:14:04

CHANGE POSITION OPTIONAL DATA FIELDS

Agency: ***
Position: *****
Xmit:

Fast Access: QSP190, agy, position

000002 Screen Call-Up Complete -- Proceed
```


Chapter: POSITION TRANSACTIONS	Number: 4-7.5	Page 4 of 4
Section: Position Field Change	Subject: Position Field Change (Optional)	

EXHIBIT II. Change Position Optional Data Fields Screen

```
PSP190,123,00002 CHANGE POSITION OPTIONAL DATA FIELDS 06/29/2000 15:21:26

Agency-Number..... 123
Position Number... 00002
Trans-Efft Date... *****
Payroll Number.... 001
Activity.....
Subdivision.....
Sub-Unit.....
Optional Data.....
Address Code..... CENTR
End.....

000002 Screen Call-Up Complete - Proceed
```

Chapter: POSITION TRANSACTIONS	Number: 4-7.6	Page 1 of 3
Section: Position Field Change	Position/Employee Subject: Administrative Role Change	

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
	PSP400	Position/Employee Administrative Role Change

II. FUNCTION/DESCRIPTION:

- A. This transaction changes the role code and/or title on the position and employee records in the Personnel Management Information System (PMIS) as a result of an administrative change in the Alphabetic and Schematic List of Roles (Compensation Plan). The role may also have been established at a different band level.
- B. This transaction cannot be used for trainee, teacher, faculty or ungraded roles.
- C. This transaction may be used to process rebands when a role code change is necessary and the employee is not authorized to receive a salary increase except as noted below in Section II.D. It is not used to change position roles.
- D. If the new role code is established with a higher or lower band, the band is reflected through the role code; however, no change in salary or incentive pay increase date is permitted in this transaction except under the following circumstances.
 - 1. If the movement causes the employee's salary to be below the band's minimum salary, the salary will be moved to the minimum of the band range and the incentive pay increase date will not change.
 - 2. If the movement causes the employee's salary to be above the band's maximum salary, the employee's salary will be frozen until such time as salary structure adjustments permit an increase. The incentive pay increase date will not change.

Chapter: POSITION TRANSACTIONS	Number: 4-7.6	Page 2 of 3
Section: Position Field Change	Position/Employee Subject: Administrative Role Change	

- E. This transaction is subject to the policies and procedures established for P-5 and P-3 transactions and must be authorized by appropriate persons.
- F. State agencies must maintain P-5 Form or other appropriate documentation for audit purposes.

III. USERS:

All state agencies with data entry terminals may use this transaction. The Department of Human Resource Management enters information for state agencies without data entry terminals.

IV. PROCEDURE:

- A. Enter Transaction Code:

PSP400

- B. Transmit.

You will see the data entry screen displayed, with mandatory input fields designated by asterisks. See Exhibit I.

- B. Enter data items. New or renamed data items include the following:

- Role
- SOC Code: Standard Occupational Classification Code

- D. Tab cursor to END.

- E. Transmit.

You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

EXHIBIT I. Position and Employee Administrative Role Change

```
PSP400      POSITION & EMPLOYEE ADMINISTRATIVE CLASS CHANGE
----- 07/17/2000 12:35:01

Agency..... ***
Position..... *****
Trans-Efft-Date.. *****
New Role..... *****
New SOC Code.... *****
Pay Area..... **
Shift Code..... *
Location..... ***
State Salary.... 
Xmit.....

000002 Screen Call-Up Complete - Proceed
```

Chapter: POSITION TRANSACTIONS	Number: 4-8.1	Page 1 of 2
Section: Informational Display	Subject: Occupation-History Display	

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
	PSP997	Occupation-History Display

II. FUNCTION/DESCRIPTION:

- A. This transaction displays occupational-history information for classified positions.
- B. This transaction provides a detailed accounting of occupational actions affecting a position, i.e. role changes, vacated position, separation and transfer.
- C. Current position information is also shown.

III. USERS:

All state agencies with data entry terminals are permitted to view the Occupation-History Display of positions within their agency. The Department of Human Resource Management (DHRM) has access to all records.

V. PROCEDURE:

- A. Enter Transaction Code:

PSP997,AAA,PPPPP

A = Agency Code
P = Position Number

- B. Transmit.
- C. You will see the Occupation-History Display Screen displayed. Refer to Exhibit I.

PMIS USER'S MANUAL

Chapter: POSITION TRANSACTIONS	Number: 4-8.1	Page 2 of 2
Section: Informational Display	Subject: Occupation-History Display	

Exhibit I. Occupation-History Display Screen

PSP997,129,11111

Agency: 129 Position: 11111

Name	Entered		Previous Vacated		New		
	Soc-Sec	Date	Action	Agy Pos	Date	Rsn Agy	Pos
G I COLES	111111111	11/06/77			03/01/83	TRF 129	00007
A H PAYNE	111221111	03/01/83	Demotion		129 00001	04/01/84	PRO 129 00008
R C BROWN	222112222	04/01/84	Transfer		129 00002	02/01/86	PRO 129 00009
S S WILLIAMS	333223333	04/01/86	Original		07/12/87	SEP	
D E SANDERS	323232323	09/01/87	Transfer		129 00003	10/01/89	AC
D T TAYLOR	242424242	06/01/88	Transfer		129 00004	11/15/90	DEM 129 00010
A N PRENTIS	222442222	03/01/91	Transfer		129 00005	10/15/92	TRF 120 00011
B B NEWTON	444334444	02/01/93	Promotion		129 00006	08/01/95	AC
B B NEWTON	444334444	10/01/95	Current Empl		129 00006		

[illegible][illegible]

PMIS USER'S MANUAL

Chapter: POSITION TRANSACTIONS	Number: 4-8.2	Page 1 of 2
Section: Informational Display	Subject: Position History Display	

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
	PSP998	Position History Display

II. FUNCTION/DESCRIPTION:

This transaction displays a history of position classification adjustments.

III. USERS:

All state agencies with data entry terminals are permitted to view the history of positions within their own agency. The Department of Human Resource Management has access to all position history information.

IV. PROCEDURES:

A. Enter Transaction Code:

PSP998,AAA,PPPPP

A = Agency Code
P = Position Number

B. Transmit.

C. You will see the Position History Display Screen displayed. Refer to Exhibit I.

PMIS USER'S MANUAL

Chapter: POSITION TRANSACTIONS	Number: 4-8.2	Page 2 of 2
Section: Informational Display	Subject: Position History Display	

Exhibit I. Position History Display Screen

```

PSP998,129,22222          POSITION HISTORY DISPLAY
-----05/24/1996 15:03:55
          Agency.....129  Position.....22222
-----
          Trans
Date   Code  Audit   Last Name      Role Code and Title
01/01/01  130           24294 SURVEY TRANSITMAN
02/16/88  141    N      34013 HWY ENGIN TECH C
07/01/89  400      WILSON  34252 TRANS ENGR TECH SR - SURVEY
07/01/95  400      FITZGERALD  34024 ENGINEERING TECH IV

```

[illegible]

Chapter: POSITION TRANSACTIONS	Number: 4-8.3	Page 1 of 2
Section: Informational Displays	Subject: Position Display	

- I. TRANSACTION NUMBER TRANSACTION TITLE
- PSP999 Position Display

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you display classified and faculty position information.
- B. The display shows position information as well as the current employee holding the position and position funding information.
- C. This information will display for a filled as well as vacant position.

III USERS:

All state agencies with data entry terminals are permitted to view the position display information within their own agencies. DHRM has access to all position information.

III. PROCEDURES:

A. Enter Transaction Code:

1. For vacant positions:

PSP999,AAA,PPPPP

AAA = Agency Code

PPPPP = Position Number

2. For filled positions:

PSP999,SSN

SSN = social security number of employee occupying position

PMIS USER'S MANUAL

Chapter: POSITION TRANSACTIONS	Number: 4-8.3	Page 2 of 2
Section: Informational Displays	Subject: Position Display	

B. Transmit.

You will see Position Display screen. Refer to Exhibit I.

Exhibit I. Position Display Screen

```
PSP999,226587062                POSITION DISPLAY
----- 12/27/2000 13:47:20
Agency 123      Category R    Report To Agy      Establish Date 01/01/1920
Position 00003   Status F     Report To Pos      Expire Date
Role 19031      Duration P    Review Reason      Review Date
SOC 023415      EEO B        Vacate Review N    Vacate Date
                        Exclud E-MI N       Recruit N          Telecommute N
Area/Shift SW / D   OT E           Supervisor 0      SW/D Role Min 26,722
Location 135      Exclusion N    Num Supervisd      SW/D Role Max 54,842
Activity 002      Drug Test N
Payroll 001      Months 12.00    Pgm Sub Elm Prjct Cst Fund Pct
Subdivision      Percent 100.00  197 03 00 73304 501 1000 090.00
Sub-Unit         Pub Safety N    749 01 00 72008 688 0100 010.00
Addr Code CENTR
Level E - Employee
Opt Data
Work Title
Role Financial Services Practitioner I
SOC Accountant Senior
-----
Occupant Name      Soc-Sec-Num Entered  Agy Pos Lv St Dur %
SMITH, RICHARD L   111-11-1111 09/08/1994              F P 100.00

000001 >>>>>>>>>>>>>>>>>>>>>> Transaction Complete<<<<<<<<<<<<<<<<
```

Chapter: POSITION TRANSACTIONS	Number: 4-9.1	Page 1 of 3
Section: SOC/Position History	Subject: Create/Change Position History	

- | | | |
|----|---------------------------|--------------------------------|
| I. | <u>TRANSACTION NUMBER</u> | <u>TRANSACTION TITLE</u> |
| | PSP181 | Create/Change Position-History |

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you create or change a position history.
- B. This transaction must be authorized by the appropriate persons in accordance with the applicable policies.

III. USERS:

This transaction is restricted to the Department of Human Resource Management.

IV. PROCEDURE:

A. To Create Position Record

- 1. Enter Transaction Code:

PSP181,CREATE,AAA,PPPPP,OO

A = Agency Code
P = Position Number
O = Occurrence (Record Number)

- 2. Transmit.

You will see the Create Position History Screen displayed, with mandatory input fields designated by asterisks.

- 3. Enter appropriate data items.
- 4. Tab cursor to END.
- 5. Transmit.

B. To Change Position Record

PMIS USER'S MANUAL

Chapter: POSITION TRANSACTIONS	Number: 4-9.1	Page 2 of 3
Section: SOC/Position History	Subject: Create/Change Position History	

1. Enter Transaction Code:

PSP181,CHANGE,AAA,PPPPP,OO

A = Agency Code

P = Position Number

O = Occurrence (Record Number)

2. Transmit.

You will see the Change Position History Screen displayed, with mandatory input fields designated by asterisks. See Exhibit 1.

3. Enter appropriate data items.
4. Tab cursor to END.
5. Transmit.

PMIS USER'S MANUAL

Chapter: POSITION TRANSACTIONS	Number: 4-9.1	Page 3 of 3
Section: SOC/Position History	Subject: Create/Change Position History	

EXHIBIT I. Change Position History Screen

PMIS USER'S MANUAL

Chapter: POSITION TRANSACTIONS	Number: 4-9.2	Page 1 of 1
Section: SOC/Position History	Subject: Delete Position History	

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
	PSP182	Delete Position History

II. FUNCTION/DESCRIPTION:

- A. This transaction deletes a position history record.
- B. This transaction must be authorized by the appropriate persons in accordance with the applicable policies.

III. USERS:

This transaction is restricted to the Department of Human Resource Management.

IV. PROCEDURE:

- A. Enter Transaction Code:

PSP182,DELETE,AAA,PPPPP,OO

A = Agency Code
P = Position Number
O = Occurrence (Record Number)

- B. Transmit.
- C. You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

PMIS USER'S MANUAL

Chapter: EMPLOYEE TRANSACTIONS	Number: 4-9.3	Page 1 of 4
Section: SOC/Position History	Subject: Create/Change Occupation-History	

- I. TRANSACTION NUMBER TRANSACTION TITLE
- PSP183 Create/Change Occupation-History

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you create or change an occupation history record.
- B. This transaction must be authorized by the appropriate persons in accordance with the applicable policies.

III. USERS:

This transaction is restricted to the Department of Human Resource Management.

IV. PROCEDURE:

- A. To Create an Occupation History

1. Enter Transaction Code:

PSP183,CREATE,AAA,PPPPP,OO

A = Agency Code

P = Position Number

O = Occurrence (Record Number)

2. Transmit.

You will see the Create Occupation-History Screen displayed, with mandatory input fields designated by asterisks. Refer to Exhibit I.

3. Enter the appropriate data items.

4. Tab cursor to END.

5. Transmit.

Chapter: EMPLOYEE TRANSACTIONS	Number: 4-9.3	Page 2 of 4
Section: SOC/Position History	Subject: Create/Change Occupation-History	

You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

B. To Change Occupation History

1. Enter Transaction Code:

PSP183,CHANGE,AAA,PPPPP,OO

A = Agency Code
P = Position Number
O = Occurrence (Record Number)

2. Transmit.

You will see the Change Occupation-History Screen displayed, with mandatory input fields designated by asterisks. Refer to Exhibit II.

3. Enter appropriate data items.

4. Tab cursor to END.

5. Transmit.

You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

Exhibit I. Create Occupation-History Screen

PSP183	CREATE OCCUPATION-HISTORY	09/16/1994 14:15:50

Agency..... 129	Position..... 00032	Occurence..... 02

Last-Name..... SMITH		
First-Initial.... S		
Middle-Initial... S		
Second-Initial...		
Soc-Sec-Num..... 123456789		
Vacate-Date..... 062085		
Vacate-Code..... RA		
Filled-Date..... 111184		
Filled-Reason.... 6		
Prev-Agency.....		
Prev-Position....		
New-Agency..... 151		
New-Position..... 00032		
End.....		
000002 Screen Call-Up Complete -- Proceed		

NOTE: On an actual screen display, asterisks (*) will reflect required data items.

Exhibit II. Change Occupation-History Screen

PSP183	CHANGE OCCUPATION-HISTORY	
-----		09/16/1994 14:16:12 Agency.....129
Position..... 00032	Occurence..... 02	

Last-Name..... Smith		
First-Initial.... S		
Middle-Initial... S		
Second-Initial...		
Soc-Sec-Num..... 123456789		
Vacate-Date..... 62085		
Vacate-Code..... RA		
Filled-Date..... 111184		
Filled-Reason.... 6		
Prev-Agency.....		
Prev-Position....		
New-Agency..... 129		
New-Position..... 00032		
End.....		
000002 Screen Call-Up -- Proceed		

NOTE: On an actual screen display, asterisks (*) will reflect required data items.

PMIS USER'S MANUAL

Chapter: ROLE TRANSACTIONS	Number: 5-0.0	Page 1 of 1
Section: Table of Contents	Subject:	

		<u>Issued</u>	<u>Revised</u>
5-0.0	Table of Contents	09/30/87	09/25/00
5-1.0	Numerical Listing of Transactions	09/30/87	09/20/90
5-2.0	Procedural Guide		
5-3.0	Classification		
	*5-3.1 Create/Change Role	09/30/87	09/25/00
	5.3-2 Create/Change/Terminate Alternate-Pay Record	09/25/00	
5-4.0	Role-History		
	*5-4.1 Update Role-History	09/30/87	09/25/00
5-5.0	Informational Displays		
	5-5.1 Role Salary Summary	09/30/87	09/20/90
	5-5.2 Role Display	09/30/87	09/20/90
	*5-5.3 Salary Tables (Current and Historical)	03/15/89	09/25/00
	5-5.4 Role Scroll	03/15/89	
	5-5.5 Alternate Pay Band Display	09/25/00	

*Restricted to the Department of Human Resource Management use only.

**Restricted to Department of Human Resource Management and those agencies with conditional authority.

I. TRANSACTION

TRANSACTION TITLE

PSC000

Create/Change Role Title Record

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you create a new role record or change an existing role record.
- B. To create a new role record you must specify a new role code.
- C. To change a role record you must enter data into the ROLE CODE field.
- D. In the action code field, enter 005 when updating role information and 003 when updating salary information.
- E. This transaction must be authorized by appropriate persons in accordance with applicable policies.

III. USERS:

Use of this transaction is restricted to the Department of Human Resource Management.

IV. PROCEDURE:

A. Enter Transaction Code:

PSC000,CHANGE,RRRRR

or

PSC000,CREATE,RRRRR

where RRRRR is the role code

B. Transmit.

You will see the data entry screen displayed, with mandatory input fields designated by asterisks. Refer to Exhibit I.

Chapter: ROLE TRANSACTIONS	Number: 5-3.1	Page 2 of 3
Section: Classification	Subject: Create/Change Role	

C. Enter required data items.

The following data items are new. For valid code values, refer to the Code Tables (PMIS User's Manual, Volume II).

- Role Title
- Role Abbrev
- Role Code
- Role Band
- Family Code
- Group Code

D. Tab cursor to End.

E. Transmit.

You will see the "TRANSACTION COMPLETE" message displayed when all data items are valid and the transaction is accepted.

PMIS USER'S MANUAL

Chapter: ROLE TRANSACTIONS	Number: 5-3.1	Page 3 of 3
Section: Classification	Subject: Create/Change Role	

EXHIBIT I. CREATE/CHANGE ROLE SCREEN

ROLE RECORD										
Role Title...										
Role Abbrev...										
Role Code...					Category.....					Trans-Efft-Date..
Role Band....					Comp Table Code..					Family Code.....
Create Date...					Overtime.....					Group Code.....
Expire Date...					Wage Approval....					Spec-Create.....
Wage Expire...					EE0.....					Spec-Review.....
[Action Code...]									Spec-Revise.....	
	Min	Max	Sal-Ef	Rgr-Ef		Min	Max	Sal-Ef	Rgr-Ef	
SW/D					SW/E					
SW/L					SW/N					
FP/D					FP/E					
FP/L					FP/N					
Xmit										

PMIS USER'S MANUAL

Chapter: ROLE TRANSACTIONS	Number: 5-3.1	Page 1 of 5
Section: Classification	Subject: Create/Change/Terminate Alternate Pay Band	

I. TRANSACTION

TRANSACTION TITLE

PSC100

Create/Change Alternate-Pay Band

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you create a new alternate-pay band or change or terminate an existing alternate-pay band.
- B. You may create an alternate pay band for a position, SOC or role.
- C. You can create multiple alternate pay bands. However, you can only create one alternate pay band at a time.
- D. This transaction must be authorized by appropriate persons in accordance with applicable policies.

III. USERS:

Use of this transaction is restricted to the Department of Human Resource Management.

IV. PROCEDURE:

A. Enter Transaction Code:

PSC100 (to create or change an alternate pay band)

Or

PSC100, T (to terminate an alternate pay band)

B. Transmit.

You will see the initial data entry screen displayed, with mandatory input fields designated by asterisks. For creating or changing an alternate pay band, refer to Exhibit I. For terminating an alternate pay band, refer to Exhibit II.

Chapter: ROLE TRANSACTIONS	Number: 5-3.1	Page 2 of 5
Section: Classification	Subject: Create/Change/Terminate Alternate Pay Band	

C. Enter required data items. For valid code values, refer to the Code Tables, (PMIS User's Manual, Volume I).

- When using a Reason Code of "005", you must change the "Role Band" and enter valid minimum and maximum salaries for SW and FP.
- The following data items are new.
 - Location Code
 - SOC Code: Standard Occupational Classification Code (Enter "0" (zero), then old class code.)
 - Role Code

D. Tab cursor to END.

E. Transmit.

If you are terminating an alternate pay band, you will see the "TRANSACTION COMPLETE" message displayed when all data items are displayed and the transaction is accepted.

If you are changing or creating an alternate pay band, you will see the Change (or Create) Alternate Pay Band Screen displayed. See Exhibit III.

F. Enter data items required to change or create an alternate pay band.

G. Tab cursor to End.

H. Transmit.

You will see the "TRANSACTION COMPLETE" message displayed when all data items are valid and the transaction (change or create alternate pay band) is accepted.

Chapter: ROLE TRANSACTIONS	Number: 5-3.1	Page 3 of 5
Section: Classification	Subject: Create/Change/Terminate Alternate Pay Band	

EXHIBIT I. INITIAL CREATE/CHANGE ALTERNATE PAY BAND SCREEN

```
PSC100
----- 08/25/2001 10:42:02

      CREATE/CHANGE ALTERNATE PAY BAND

      Agency Number: ***
      Location Code: ***
      Pay Area: ***
      Shift Code: ***

      Position Number:
      - or -
      SOC Code:
      - or -
      Role Code:

      End:

Enter 999999 in "End Date" for a continuous alternate pay band.
DHRM will automatically increase the range of these bands during
any general cost-of-living increases.

000002 Screen Call-Up Complete - Proceed
```

Chapter: ROLE TRANSACTIONS	Number: 5-3.1	Page 4 of 5
Section: Classification	Subject: Create/Change/Terminate Alternate Pay Band	

EXHIBIT II. Terminate Alternate Pay Band

```
PSC100
----- 09/06/2000 14:25:07

      TERMINATE ALTERNATE PAY BAND

      Agency Number: ***
      Location Code: ***
      Pay Area: **
      Shift Code: *
      End Date: *****

      Position Number:
      -or-
      SOC Code:
      -or-
      Role Code:

      End:

000002 Screen Call-Up Complete -- Proceed
```

Chapter: ROLE TRANSACTIONS	Number: 5-3.1	Page 5 of 5
Section: Classification	Subject: Create/Change/Terminate Alternate Pay Band	

EXHIBIT III. CHANGE ALTERNATE PAY BAND

```
QSC100
----- 06/16/2001 10:45:26

CHANGE ALTERNATE PAY BAND

Agency Number: 123      Department of Military Affairs
Location Code: 810      Virginia Beach

Position Number: 00100   position title
- or -
SOC Code:
- or -
Role Code:

Begin Date: 053100
Minimum Salary: 025550
Maximum Salary: 039999

End:

000002 Screen Call-Up Complete - Proceed
```

Note: Sample data has been provided in this screen. The initial screen display will have asterisks designating required input fields.

PMIS USER'S MANUAL

Chapter: ROLE TRANSACTIONS

Number: 5-4.1

Page 1 of 3

Section: Role History

Subject: Update Role-History

I. TRANSACTION TRANSACTION TITLE

PSC001

Update Role-History

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you create, change, or delete a role history record.
- B. This transaction must be authorized by appropriate persons in accordance with applicable policies.

III. USERS:

Use of this transaction is restricted to the Department of Human Resource Management.

IV. PROCEDURES:

- A. Enter the Transaction Code:

PSC001

- B. You will see the Update Role-History screen displayed (Exhibit I), with mandatory fields designated by asterisks.

- C. Enter appropriate data items.

- D. Tab cursor to END.

- E. Transmit.

- F. You will see the Role History screen displayed (Exhibit II).

- G. Enter appropriate data items.

The following data items are new. For valid code values, refer to the Code Tables (PMIS User's Manual, Volume II).

- Family Code
- Role Code

Chapter: ROLE TRANSACTIONS	Number: 5-4.1	Page 2 of 3
Section: Role History	Subject: Update Role-History	

- H. Tab cursor to END.
- I. Transmit.
- J. You will see the TRANSACTION COMPLETE message displayed when all data items are valid and the transaction is accepted.

EXHIBIT 1. UPDATE ROLE-HISTORY SCREEN

```
PSC001          UPDATE CLASSIFICATION-HISTORY
----- 06/13/2000 13:06:15
Function..... ***** (Create, Change, Delete)
Class Code..... *****
Pay Area..... **
Shift Code..... *
Effrt Date..... *****
Effrt Time..... *****
Begin Date..... (Create Only)
Record Number..... (Create Only)
End.....

000002 Screen Call-Up Complete -- Proceed
```

Chapter: ROLE TRANSACTIONS	Number: 5-4.1	Page 3 of 3
Section: Role History	Subject: Update Role-History	

EXHIBIT II. ROLE HISTORY SCREEN

Class Code.....	_____	Begin Date.....	_____
Pay-Area/Shift.....	__ - __	Efft Date/Time.....	_____

Family Code.....	_____	Prime Class.....	_____
Role Code.....	_____	Alternate Class.....	_____
Action Code.....	_____	Create Date.....	_____
Comp Table Code....	_____	Expire Date.....	_____
Category.....	_____	Range Date.....	_____
Class Min.....	_____	Regrade Efft Date....	_____
Class Max.....	_____	Regrade Percent.....	_____
Regrade Steps.....	_____	Spec Create Date.....	_____
EEO.....	_____	Spec Review Date.....	_____
Grade.....	_____	Spec Revise Date.....	_____
Overtime.....	_____	Wage Expire Date.....	_____
Wage Indicator.....	_____		
Class Alpha: _____			
Class Abbrev: _____			
End.			

PMIS USER'S MANUAL

Chapter: ROLE TRANSACTIONS	Number: 5-5.1	Page 1 of 2
Section: Classification	Subject: Role Salary Summary	

I.	<u>TRANSACTION</u>	<u>TRANSACTION TITLE</u>
----	--------------------	--------------------------

PSC998

Role Salary Summary

II. FUNCTION/DESCRIPTION:

A. This transaction lets you display the salary history summary of a role. For roles which existed (as classes) prior to 9/25/00, this includes salary steps, effective dates, and grade changes.

B. You can also request details of the role for each of the effective dates through this transaction.

III. USERS:

All state agencies have access to this transaction.

IV. PROCEDURE:

A. Enter Transaction Code:

PSC998,RRRRR

where RRRRR = role code

or

PSC998, SSN

where SSN = social security number

B. Transmit.

You will see the Role Salary Summary Screen displayed.

C. To view the Role Detail Summary, proceed as follows:

1. Tab cursor to desired effective date.

2. Transmit.

Chapter: ROLE TRANSACTIONS	Number: 5-5.1	Page 2 of 2
Section: Classification	Subject: Role Salary Summary	

You will see the Role Detail Summary displayed for the desired effective date.

3. To view the effective date before or after the one displayed, proceed as follows:
 - a. Tab cursor to NEXT-> or PRIOR->, as desired.
 - b. Transmit.
4. To return to the Role Salary Summary, proceed as follows:
 - a. Tab cursor to RETURN->.
 - b. Transmit.

You will see the Role Salary Summary displayed.

PMIS USER'S MANUAL

Chapter: ROLE TRANSACTIONS	Number: 5-5.2	Page 1 of 1
----------------------------	---------------	-------------

Section: Informational Displays	Subject: Role Display
---------------------------------	-----------------------

I.	<u>TRANSACTION</u>	<u>TRANSACTION TITLE</u>
----	--------------------	--------------------------

PSC999

Role Display

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you display the title, code, pay/shift, salary information and number of positions and employees attached to a role.
- B. A "Y" in the Decentralized field indicates this is an approved role for decentralized agencies.

III. USERS:

All state agencies have access to this transaction.

IV. PROCEDURE:

- A. Enter Transaction Code:

PSC999,RRRRR

where RRRRR = role code

or

PSC999, SSN

where SSN = social security number

- B. Transmit.

You will see the Role Display.

PMIS USER'S MANUAL

Chapter: ROLE TRANSACTIONS	Number: 5-5.3	Page 1 of 3
Section: Informational Displays	Subject: Salary Tables	

I.	<u>TRANSACTION</u>	<u>TRANSACTION TITLE</u>
----	--------------------	--------------------------

PSC015

Salary Tables

II. FUNCTION/DESCRIPTION:

This transaction provides a menu of the available salary table displays.

III. USERS:

All state agencies with terminals have access to this transaction.

IV. PROCEDURE:

A. Enter Transaction Code:

PSC015

B. Transmit.

You will see the Salary Menu Screen displayed.

C. To view a particular salary table, proceed as follows:

1. Tab cursor to the MMDDYY field of the desired Salary Table.
2. Enter the month, day, and year for the effective date desired in the spaces provided.

NOTE: To view the current salary table, tab cursor to the desired line and transmit. The entry of the date is not required.

- ### 3. Transmit.

or

4. Move cursor to Home position.
5. Enter the transaction number for the desired salary table in the format displayed on the menu.

Chapter: ROLE TRANSACTIONS	Number: 5-5.3	Page 2 of 3
Section: Informational Displays	Subject: Salary Tables	

NOTE: All Salary table displays are available through direct entry of appropriate transaction code.

6. Transmit.

You will see the desired salary table displayed.

7. To view the next or prior screen, proceed as follows:

- a. Tab cursor to NEXT -> or PRIOR->, as desired.
- b. Transmit.

You will see the appropriate screen displayed.

D. The State Salary Structure or PSC015, G2 with an effective date greater than 07/01/90 and less than 09/25/00 may not be viewed in its entirety on one screen. To view the entire State Salary Table, proceed as follows:

1. Enter Transaction Code:

PSC015, G2, MMDDYY

MMDDYY = Effective Date

2. Transmit.

You will see the salary steps for the requested effective date for Grades 1-9.

3. To view the salary steps for Grade 10 and above, tab cursor to the "Start at Grade: 01" field.

4. Enter the grade desired.

5. Transmit.

The Salary Table will shift to display the steps beginning with the appropriate grade.

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Chapter: ROLE TRANSACTIONS	Number: 5-5.3	Page 3 of 3
Section: Informational Displays	Subject: Salary Tables	

NOTE: If you enter "16" or above in the "Start at Grade" field, the Salary Table will begin at Grade 15.

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Chapter: ROLE TRANSACTIONS	Number: 5-5.4	Page 1 of 1
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Section: Informational Displays	Subject: Role Scroll with Position Status
---------------------------------	---

I. <u>TRANSACTION</u>	<u>TRANSACTION TITLE</u>
-----------------------	--------------------------

PSC997

Role Scroll

II. FUNCTION/DESCRIPTION:

- A. This transaction lets you list all the positions within a role and the status (filled or vacant) for each position.
- B. Additional information listed for each position includes agency code, position number, and pay area/shift.

III. USERS:

All state agencies have access to this transaction.

IV. PROCEDURE:

- A. Enter Transaction Code:

PSC997,RRRRR

where RRRRR = role code

- B. Transmit.

You will see the appropriate Role Scroll.

- C. If multiple screens are needed to list all positions, place cursor at indicated field (<-NEXT) and transmit.

You will see the next screen displayed.

Chapter: ROLE TRANSACTIONS	Number: 5-5.2	Page 1 of 3
----------------------------	---------------	-------------

Section: Informational Displays	Subject: Alternate Pay Band Display
---------------------------------	-------------------------------------

I. <u>TRANSACTION</u>	<u>TRANSACTION TITLE</u>
PSC996	Alternate Pay Band Display

II. FUNCTION/DESCRIPTION:

This transaction lets you display alternate pay band records for an agency.

III. USERS:

All state agencies have access to this transaction. Agencies may display alternate pay band records for their agency only. The Department of Human Resource Management may display alternate pay band records for all agencies.

IV. PROCEDURE:

A. Enter Transaction Code:

PSC996

B. Transmit.

You will see the Display Alternate Pay Band data entry screen displayed, with required fields denoted by asterisks. (See Exhibit I.)

C. Enter required data. For valid code values, see the Code Tables. (See PMIS User's Manual, Volume I.)

D. Transmit.

You will see

You will see the Display Alternate Pay Band Screen Displayed. (See Exhibit II.)

Chapter: ROLE TRANSACTIONS	Number: 5-5.2	Page 2 of 3
Section: Informational Displays	Subject: Alternate Pay Band Display	

EXHIBIT I. Display Alternate Pay Band Data Entry Screen

```
PSC996

----- 07/27/2000 13:49:40

      DISPLAY ALTERNATE PAY BAND

      Agency Number: ***
      Location Code: ***
      Effective Date / Time:

      Position Number:
      -or-
      SOC Code:
      -or-
      Role Code:

      End:
```

Chapter: ROLE TRANSACTIONS	Number: 5-5.2	Page 3 of 3
Section: Informational Displays	Subject: Alternate Pay Band Display	

EXHIBIT II. Alternate Pay Band Display

[illegible]

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Chapter: AGENCY TRANSACTIONS	Number: 6-0.0	Page 1 of 1
Section: Table of Contents	Subject:	

		<u>Issued</u>	<u>Revised</u>
6-0.0	Table of Contents	09/30/87	08/15/89
6-1.0	Numerical Listing of Transactions	09/30/87	08/15/89
6-2.0	Procedural Guide		
6-3.0	Agency		
	*6-3.1 Create/Change/Delete Agency	09/30/87	
	*6-3.2 Agency-History Create/Change/Delete	08/15/89	
6-4.0	Informational Displays		
	6-4.1 Agency Display	09/30/87	06/15/89
	6-4.2 Agency History Scroll	08/15/89	
	6-4.3 Secretary Create/Change/Delete/Display	08/15/89	

*Restricted to the Department of Human Resource Management (DHRM) use only.

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Chapter: AGENCY TRANSACTIONS	Number: 6-1.0	Page 1 of 1
Section: Numerical Listing of Transactions	Subject:	

<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>	<u>REFERENCE NUMBER</u>
*PBA000	Create, Delete, Change Agency	6-3.1
*PBA001	Agency-History Create/Change/Delete	6-3.2
PBS008	Secretary Create/Change/Delete/Display	6-4.3
PBA998	Agency History Scroll	6-4.2
PBA999	Agency Display	6-4.1

*Transaction is restricted to the Department of Human Resource Management.

PMIS USER'S MANUAL

Chapter: AGENCY TRANSACTIONS	Number: 6-3.1	Page 1 of 1
Section: Agency	Subject: Create, Change, Delete Agency	

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
----	---------------------------	--------------------------

PBA000

Create Agency Record
Change Agency Record
Delete Agency Record

II. FUNCTION/DESCRIPTION:

- A. These transactions create, change, and delete agency records within the Personnel Management Information System.
- B. If agency contains any position records, agency record cannot be deleted from system.
- C. This transaction must be authorized by appropriate persons in accordance with applicable policies.

III. USERS:

These transactions are restricted to the Department of Human Resource Management.

IV. REQUIRED DATA ITEMS:

Agency Name
Agency Category
Functional Area

Agency Abbreviation
Secretarial Area

PMIS USER'S MANUAL

Chapter: AGENCY TRANSACTIONS	Number: 6-3.2	Page 1 of 1
Section: Agency	Subject: Agency-History Create/Change/Delete	

- | | | |
|----|---------------------------|-------------------------------------|
| I. | <u>TRANSACTION NUMBER</u> | <u>TRANSACTION TITLE</u> |
| | PBA001 | Agency-History Create/Change/Delete |

II. FUNCTION/DESCRIPTION:

- A. This transaction is used to create, change, or delete an agency history record.
- B. This transaction must be authorized by the appropriate persons in accordance with the applicable policies.

III. USERS:

This transaction is restricted to the Department of Human Resource Management.

PMIS USER'S MANUAL

Chapter: AGENCY TRANSACTIONS	Number:	Page 1 of 1
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Section: Informational Displays	Subject: Agency Display
---------------------------------	-------------------------

I. <u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
PBA999	Agency Display

II. FUNCTION/DESCRIPTION:

This display shows agency programs, subprograms and payroll numbers.

III. USERS:

All state agencies with data entry terminals may use this transaction.

IV. PROCEDURES:

A. Enter transaction Code:

PBA999,AAA

A - Agency Code

B. Transmit.

You will see the Agency Display.

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Chapter: AGENCY TRANSACTIONS	Number: 6-4.2	Page 1 of 1
Section: Informational Displays	Subject: Agency History Scroll	

I.	<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>
	PBA998	Agency History Scroll

II. FUNCTION/DESCRIPTION:

This transaction displays the history of an agency in chronological order.

III. USERS:

All agencies with terminals may use this transaction.

V. PROCEDURE:

A. Key transaction code:

PBA998,AAA

A = Agency Code

B. Transmit.

You will see the Agency History Scroll displayed.

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Chapter: AGENCY TRANSACTIONS	Number: 6-4.3	Page 1 of 1
Section: Informational Displays	Subject: Secretary Create/Change/Delete/Display	

- I. TRANSACTION NUMBER TRANSACTION TITLE
- PBS008 Secretary Create/Change/ Delete/Display

II. FUNCTION/DESCRIPTION:

- A. This transaction is used to establish, update, delete, or display a secretary record.
- B. The update functions of this transaction must be authorized by appropriate persons in accordance with applicable policies.

III. USERS:

All state agencies may view the secretary record display. The create, change, and delete functions of this transaction are restricted to the Department of Human Resource Management.

IV. PROCEDURE:

- A. Key transaction code:

 PBS008,NN

 NN = Secretary Number

- B. Depress the Transmit key.

Screen returns with the Secretary Record display for the keyed secretary number.

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Chapter: PROJECT TRANSACTIONS	Number: 7-0.0	Page 1 of 1
Section: Table of Contents	Subject:	

		<u>Issued</u>	<u>Revised</u>
7-0.0	Table of Contents	01/15/01	
7-1.0	Numerical Listing of Transactions	01/15/01	
7-2.0	Procedural Guide		
7-3.0	Project		
	7-3.1 Create/Change Project	01/15/01	

*Restricted to the Department of Human Resource Management (DHRM) use only.

PMIS USER'S MANUAL

Chapter: PROJECT TRANSACTIONS	Number: 7-1.0	Page 1 of 1
Section: Numerical Listing of Transactions	Subject:	

<u>TRANSACTION NUMBER</u>	<u>TRANSACTION TITLE</u>	<u>REFERENCE NUMBER</u>
PSP100	Create/Change Project	7-3.1

*Transaction is restricted to the Department of Human Resource Management.

Chapter: PROJECT TRANSACTIONS	Number: 7-3.1	Page 1 of 3
Section: Project	Subject: Create/Change Agency Project	

- | I. | <u>TRANSACTION NUMBER</u> | <u>TRANSACTION TITLE</u> |
|----|---------------------------|------------------------------|
| | PSP100 | Create/Change Agency Project |

II. FUNCTION/DESCRIPTION:

- A. This transaction creates a new project code and description for an agency.
- B. This transaction also changes the description for an existing project.
- C. This transaction must be authorized by appropriate persons in accordance with applicable policies.

III. USERS:

All State agencies with data entry terminals may use this transaction. *(Note that access to PMIS does not automatically grant access to this transaction. Agencies must designate which personnel may create and update projects and notify the DHRM HelpDesk accordingly.)* The Department of Human Resource Management enters information for State agencies without data entry terminals.

IV. PROCEDURE:

- A. Enter Transaction Code:

PSP100, AAA,PPPPP

Where AAA is the agency code and
PPPPP is the project code

OR

To get a scroll listing of all projects for the agency, enter:

PSP100, AAA

- B. Transmit.

Chapter: PROJECT TRANSACTIONS	Number: 7-3.1	Page 2 of 3
Section: Project	Subject: Create/Change Agency Project	

You will see the data entry screen displayed, with mandatory input fields designated by asterisks. Refer to Exhibit I. (Note that if you are changing an existing project, the screen title will read "Change Agency Project". Also, if you are changing an existing project, the Project Description will be present, but you will be able to change it.)

- C. Enter required data items.
- D. Tab cursor to END.
- E. Transmit.

You will see the "TRANSACTION COMPLETE" message displayed when all data items are valid and the transaction is accepted.

Chapter: PROJECT TRANSACTIONS	Number: 7-3.1	Page 3 of 3
Section: Project	Subject: Create/Change Agency Project	

EXHIBIT I. Create Agency Project

PSP100,123,TST02

----- 01/18/2001 09:58:12

CREATE AGENCY PROJECT

Agency: 123

Project Code: TST02

Project Description: *****

000002 Screen Call-Up Complete -- Proceed

Chapter: GLOSSARY	Number: 10-3.0	Page 1 of 111
Section:	Subject: Data Dictionary & Codes	

I. FUNCTION:

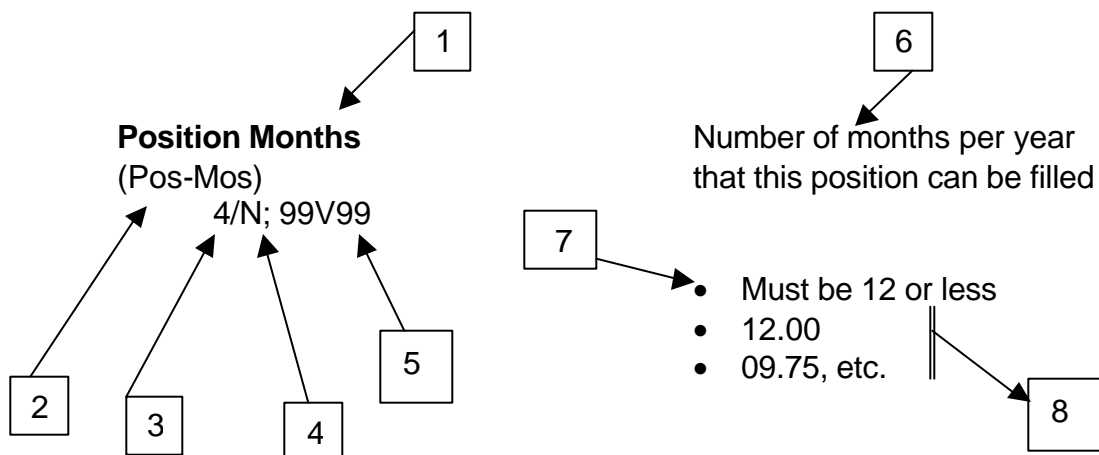
The data dictionary defines the data terms found on data entry and display screens and on the P-3 and P-5 forms. It also defines data terms used by programmers of PMIS and those systems that interface with PMIS.

Most of the codes for data terms requiring codes are in sub-section III, Data Definitions. Codes that have no corresponding data dictionary entry (e.g., Standards) or are too numerous to be listed in sub-section III (e.g., Locality) are in listed in sub-Section IV, Miscellaneous Codes.

II. DESCRIPTION:

This chart is designed to help you understand and use the data dictionary. The example below illustrates the individual components of a data definition.

EXPLANATORY CHART



[1] Data Term - The data item to be defined.

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Chapter: GLOSSARY	Number: 10-3.0	Page 2 of 111
Section:	Subject: Data Dictionary & Codes	

- [2] Variation - Various names for the data item as they appear on the data entry and display screens and the P-3 and P-5 forms.
- [3] Size - Length of the data term, in characters. (The size may include decimal points.)
- [4] Type - The kind of character to be entered.
A = Alphabetic
N = Numeric
A-N = Alphanumeric
- [5] Format Format of the data within the PMIS program
- [6] Definition - Basic description of the data term.
- [7] Edit Criteria/Supplementary Definition
 - Constraints on the entry or usage of the data term/
more detailed description.
- [8] Entries Valid entries for the field

Chapter: GLOSSARY	Number: 10-3.0	Page 3 of 111
Section:	Subject: Data Dictionary & Codes	

III. DATA DEFINITIONS

Activity Number (Activity; Activity No.) 3/A	Defined by the agency to indicate departmental divisions within that agency.
Agency Abbreviation 5/A	Agency's initials
Agency Address Agency Number 3/N	State Entity of the employee's work location
Agency Address Branch 40/A	Branch of the employee's work location
Agency Address City 20/A	City of the employee's work location
Agency Address Code 5/A	Work-unit location of the employee's work location
Agency Address E-Mail Address 40/A	E-mail address of the employee's work location
Agency Address Line One 30/A	First line of the employee's work location
Agency Address Line Two 30/A	Second line of the employee's work location
Agency Address State 2/A	State entity of the employee's work location
Agency Address Zip Code 5/N	Zip Code of the employee's work location
Agency Address Zip Code Plus4 4/N	Zip Code extension of the employee's work location
Agency Category Code (Agy Cat) 1/A	Designates whether the specified agency is subject to joint merit system rules. <ul style="list-style-type: none"> • Y or N
Agency Education Exclusion Code 1/A	Indicates whether an agency has faculty or is excluded <ul style="list-style-type: none"> • H – has faculty • X – is excluded
Agency Fax Number (Agy Fax)	Fax number of the employee's work location

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Chapter: GLOSSARY	Number: 10-3.0	Page 4 of 111
Section:	Subject: Data Dictionary & Codes	

10/N	
Agency Long Name 60/A	Long description of the employee's employing agency
Agency Note (Agy-Note) 100/A-N	Space for agency to provide additional data/explanation for a transaction.
Agency Number (Agy. Num.; Agency) 3/N	State entity where the employee is assigned
Agency Short Name 30/A	Name of the employee's agency
Agency Subdivision Code (Agy. Subdiv.; Sub - division) 5/A	Used, as desired, by the agency; usually to designate one of several subdivisions within the agency
Agency Telephone Number (Agy Ph) 10/N	Telephone number of the employee's work location
Alien Code 1/A	Employee's citizenship status. <ul style="list-style-type: none"> • A – Resident Alien • C – U.S. Citizen • N – Non-resident Alien
Alternate Pay Band Maximum Salary (Alternate Band Max) 6/N	Maximum salary for an alternate pay band
Alternate Pay Band Minimum Salary (Alternate Band Min) 6/N	Minimum salary for an alternate pay band
Appointment Expiration Date (Appt. Expire Date; Appt-Exp) 8/N	Date when the employee's appointment will terminate. <ul style="list-style-type: none"> • CCYYMMDD • Must be input if the Employee Duration Code is T (temporary).

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Chapter: GLOSSARY	Number: 10-3.0	Page 5 of 111
Section:	Subject: Data Dictionary & Codes	

BES Additional Coverage Indicator (Additional Coverage) 3/N	Identifies whether the participant has other health benefits coverage in addition to state coverage
BES Carrier Abbreviation (Carrier Abbreviation) 4/A	Short description on the employee's health benefits insurance carrier
BES Carrier Name 18/A	Full name of the participant's health insurance carrier
BES Coverage Type 2/N	Type of benefits coverage
BES Employee Status 2/N	Employment status of the participant
BES Medicare Status 2/N	Short description of the employee's Medicare status
BES Number of Dependents (Dependents) 2/N	Number of dependents associated with the employee
BES Participant ID (Participant ID) 9/N	Unique identifier of the participant <ul style="list-style-type: none"> Exception is when the employee is a dependent in a "married to another state employee" status. Then, the other employee participant's identifier is retained.
BES Termination Date (Termination Date; Term Date; Term) 8/N	Date when the employee's benefits are terminated <ul style="list-style-type: none"> CCYYMMDD
Birthdate 8/N	The employee's birth date <ul style="list-style-type: none"> CCYYMMDD
Budget Program Code (1) (Program Code; Prg Code) 3/N	Particular program for which the agency has been budgeted from a specified fund source. <ul style="list-style-type: none"> Identifies the activity performed by incumbent in a particular position. For valid values, refer to the current Appropriations Act.
Budget Program Code (2) (Program Code; Prg Code) 3/N	Same meaning as corresponding data item (1) defined above
Budget Program Code (3) (Program Code; Prg Code) 3/N	Same meaning as corresponding data item (1) defined above

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Chapter: GLOSSARY	Number: 10-3.0	Page 6 of 111
Section:	Subject: Data Dictionary & Codes	

Budget Program Code (4) (Program Code; Prg Code) 3/N	Same meaning as corresponding data item (1) defined above
Budget Program Code (5) (Program Code; Prg Code) 3/N	Same meaning as corresponding data item (1) defined above
Budget Program Code (6 (Program Code; Prg Code)) 3/N	Same meaning as corresponding data item (1) defined above
Budget Program Cost (1) (Program Cost; Prg Cost) 3/N	Cost center within an agency
Budget Program Cost (2) (Program Cost; Prg Cost) 3/N	Same meaning as corresponding data item (1) defined above
Budget Program Cost (3) (Program Cost; Prg Cost) 3/N	Same meaning as corresponding data item (1) defined above
Budget Program Cost (4) (Program Cost; Prg Cost) 3/N	Same meaning as corresponding data item (1) defined above
Budget Program Cost (5) (Program Cost; Prg Cost) 3/N	Same meaning as corresponding data item (1) defined above
Budget Program Cost (6) (Program Cost; Prg Cost) 3/N	Same meaning as corresponding data item (1) defined above
Budget Program Element (1) (Program Element; Prg Elem) 2/N	An even further breakdown of a subprogram, describing different activities and facilities which contribute to the accomplishment of a subprogram
Budget Program Element (2) (Program Element; Prg Elem) 2/N	Same meaning as corresponding data item (1) defined above
Budget Program Element (3) (Program Element; Prg Elem) 2/N	Same meaning as corresponding data item (1) defined above
Budget Program Element (4) (Program Element; Prg Elem) 2/N	Same meaning as corresponding data item (1) defined above
Budget Program Element (5)	Same meaning as corresponding data item (1)

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(Program Element; Prg Elem) 2/N	defined above
Budget Program Element (6) (Program Element; Prg Elem) 2/N	Same meaning as corresponding data item (1) defined above
Budget Program Fund (1) (Program Fund; Prg Fund) 4/N	Fund from which an employee is paid
Budget Program Fund (2) (Program Fund; Prg Fund) 4/N	Same meaning as corresponding data item (1) defined above
Budget Program Fund (3) (Program Fund; Prg Fund) 4/N	Same meaning as corresponding data item (1) defined above
Budget Program Fund (4) (Program Fund; Prg Fund) 4/N	Same meaning as corresponding data item (1) defined above
Budget Program Fund (5) (Program Fund; Prg Fund) 4/N	Same meaning as corresponding data item (1) defined above
Budget Program Fund (6) (Program Fund; Prg Fund) 4/N	Same meaning as corresponding data item (1) defined above
Budget Program Percent (1) (Program Percent; Prg %) 5/N	Percentage of an employee's salary charged to a Program code, Sub-program code, and Program element
Budget Program Percent (2) (Program Percent; Prg %) 5/N	Same meaning as corresponding data item (1) defined above
Budget Program Percent (3) (Program Percent; Prg %) 5/N	Same meaning as corresponding data item (1) defined above
Budget Program Percent (4) (Program Percent; Prg %) 5/N	Same meaning as corresponding data item (1) defined above
Budget Program Percent (5) (Program Percent; Prg %) 5/N	Same meaning as corresponding data item (1) defined above
Budget Program Percent (6) (Program Percent; Prg %)	Same meaning as corresponding data item (1) defined above

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Chapter: GLOSSARY	Number: 10-3.0	Page 8 of 111
Section:	Subject: Data Dictionary & Codes	

5/N		
Budget Program Project (1) (Program Project; Prg Proj)	Special project to which a position is assigned	
5/N		
Budget Program Project (2) (Program Project; Prg Proj)	Same meaning as corresponding data item (1) defined above	
5/N		
Budget Program Project (3) (Program Project; Prg Proj)	Same meaning as corresponding data item (1) defined above	
5/N		
Budget Program Project (4) (Program Project; Prg Proj)	Same meaning as corresponding data item (1) defined above	
5/N		
Budget Program Project (5) (Program Project; Prg Proj)	Same meaning as corresponding data item (1) defined above	
5/N		
Budget Program Project (6) (Program Project; Prg Proj)	Same meaning as corresponding data item (1) defined above	
5/N		
Budget Sub-Program Code (1) (Sub-Program; Sub-Prog)	More detail of the activity performed. <ul style="list-style-type: none">• For valid values, refer to the current Appropriations Act.	
2/N		
Budget Sub-Program Code (2) (Sub-Program; Sub-Prog)	Same meaning as corresponding data item (1) defined above	
2/N		
Budget Sub-Program Code (3) (Sub-Program; Sub-Prog)	Same meaning as corresponding data item (1) defined above	
2/N		
Budget Sub-Program Code (4) (Sub-Program; Sub-Prog)	Same meaning as corresponding data item (1) defined above	
2/N		
Budget Sub-Program Code (5) (Sub-Program; Sub-Prog)	Same meaning as corresponding data item (1) defined above	
2/N		
Budget Sub-Program Code (6) (Sub-Program; Sub-Prog)	Same meaning as corresponding data item (1) defined above	
2/N		

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Section:	Subject: Data Dictionary & Codes	

Career Group Code (Group) 5/N	Subgroup of the Occupational Family that groups roles having a common career path.
Career Group Name for Position (Group Name) 30/A	Name of the Career Group
Contract Expiration Date (Contr Exp) 2/N	Date when the employee's contract is due to expire
Current Position Separation Date 8/N	Date when the employee is removed from state service, either voluntarily or involuntarily <ul style="list-style-type: none">• CCYYMMDD

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Section:	Subject: Data Dictionary & Codes	

Degree Code 1/N	Highest educational level earned by the employee <ul style="list-style-type: none">• Referred to as "Education Code" on user screens and throughout User's Manual• See Education Code for valid entries
Degree Institutional Code (Institution; Inst) 6/N	Institution that awarded the highest degree to a faculty employee
Drug Test Pool (Drug; Drug Test) 1/A	Position occupant is subject to drug test. <ul style="list-style-type: none">• "Y" or "N"

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Chapter: GLOSSARY	Number: 10-3.0	Page 11 of 111
Section:	Subject: Data Dictionary & Codes	

Education Code 1/N	Highest educational level earned by the employee <ul style="list-style-type: none"> • 1 – Doctorate • 2 - Special Professional • 3 - Master's • 4 - Bachelor's • 5 - Associate's • 6 - Some College – Degree Program • 7 – Some College – Non-Degree Program • 8 – High School Diploma or Equivalent • 9 – Less than High School
Employee Current Position Begin Date (Position Begin; Pos Beg) 8/N	Date when the employee first entered the position <ul style="list-style-type: none"> • CCYYMMDD
Employee Duration Code (Duration; Dur) 1/A	Indicates the relative permanency of duration of employment <ul style="list-style-type: none"> • (T = temporary; P = permanent)
Employee EEO Code (EEO) 1/A	Equal Employment Opportunity Occupational Code (EEO). <ul style="list-style-type: none"> • Federal code that identifies the primary occupational activity of the employee. • A Official or Administrator • B Professional • C Technician • D Protective Service Worker • E Paraprofessional • F Office or Clerical • G Skilled Craft Worker • H Service/Maintenance • I Faculty
Employee E-Mail Address (E-Mail) 40/A	Employee's business E-mail address assigned by the employee's agency security officer
Employee First Name 15/A	Employee's first name
Employee Home Address City 20/A	Employee's city of residence
Employee Home Address Line One 25/A	First line of employee's home address

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Chapter: GLOSSARY	Number: 10-3.0	Page 12 of 111
Section:	Subject: Data Dictionary & Codes	

Employee Home Address Line Two 25/A	Second line of employee's home address
Employee Home Address State 2/A	Employee's state of residence
Employee Home Address ZIP Code 5/N	Employee's zip code of residence
Employee Home Address ZIP Code Plus4 5/N	Four-digit extension to the employee's zip code of residence
Employee ID Number (Empl ID; ID) 9/N	Unique number used to identify the employee
Employee Last Name 20/A	Employee's last name
Employee Middle Initial 1/A	Employee's middle initial
Employee Months (Empl Mos; Months) 4/N; 99V99	Number of months per year that this employee occupies this position, i.e. 12.00, 9.25, 10.50, etc.
Employee Name Suffix 3/A	Suffix associated with this employee, such as 'JR', 'SR', 'III', 'IV', etc.
Employee Pay Band (Band; Pay Band) 2/N	Salary structure consists of 9 pay bands. <ul style="list-style-type: none"> Pay bands replace grades 1 - 23, Trainee (30), and Teachers (31). Grades 00 and Ungraded (32) will still exist in the pay band field.
Employee Percent Time (Empl % Time; Percent) 5/N	Percentage of time that this employee occupies this position, e.g., 100.00, 50.00, 68.75, etc. <ul style="list-style-type: none"> Must be 100.00% if employee is full-time in the position (employee time status = 'F'). Must be greater than zero and less than 100.00% if employee is part-time in the position (employee time status = 'P'). Must be at least 50.00% for a classified employee
Employee Role Begin Date (Role Begin) 8/N	Date when the employee entered the current role <ul style="list-style-type: none"> CCYYMMDD
Employee Role Change Due Date (Role Change) 8/N	Date when the employee will have a role change due to a change in duties. <ul style="list-style-type: none"> CCYYMMD

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Employee Role Code (Role) 5/N	Grouping of similar positions within a Career Group having the same pay band. <ul style="list-style-type: none">Employee Role Code replaces employee Class Code.
Employee Role Maximum Salary (Role Max) 6/N	Maximum salary of employee's role based on the pay band and pay area where the position is assigned <ul style="list-style-type: none">Replaces maximum salary of employee's class.
Employee Role Minimum Salary (Role Min) 6/N	Minimum salary of employee's role based on the pay band and pay area where the position is assigned <ul style="list-style-type: none">Replaces minimum salary of employee's class.
Employee Role Name (Role Name) 30/A	Name of Employee's Role; Replaces employee's Class Abbreviation.
Employee Second Middle Initial 1/A	First letter of the employee's second middle name
Employee State Begin Date (State Begin) 8/N	Date when the employee began the current term of continuous state service <ul style="list-style-type: none">CCYYMMDD
Employee Time Status (Status; Time Status) 1/A	Indicates whether the employee is full-time (F) or part-time (P) <ul style="list-style-type: none">Must be 'F' if employee percent time for all positions equals 100.00%Must be 'P' if employee percent time for all positions is less than 100.00%

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Faculty Appointment Organizational Unit (Org Unit; Org) 6/N	Identifies the academic department or other organizational unit that has fiscal, programmatic, and administrative responsibility.
Faculty Salary Average Code (Salary Average; Sal Avg) 1/A	Identifies how the employee's salary is to be averaged <ul style="list-style-type: none">• A - Included in administrative faculty salary average• I - Included in instructional faculty salary average• N - Not included in either faculty salary average
Functional Area (Function) 2/N	Identifies the governmental function performed by a state agency <ul style="list-style-type: none">• Primarily used in reporting to the U. S. Equal Employment Opportunity Commission• 01 Financial Administration and General Control• 02 Streets and Highways• 03 Public Welfare• 04 Police Protection• 05 Fire Protection• 06 Natural Resources, Parks and Recreation• 07 Hospitals and Sanatoriums• 08 Health• 09 Housing• 10 Community Development• 11 Corrections• 12 Utilities and Transportation• 13 Sanitation and Sewage• 14 Employment Security• 15 Other

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Gender (Sex) 1/A	Employee's gender <ul style="list-style-type: none">• M or F
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Handicap Code (H-Cap; Handicap) 3/A	Employee's handicap status
Higher Education Experience (Higher Ed; Higher Ed Exp) 2/N	Number of years of higher education experience <ul style="list-style-type: none">Excludes the current year

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Last Anniversary Number (Ann; Anniv; Last Ann) 2/N	<p>Number of years qualified service as of the last anniversary date that affects an employee's annual leave accumulation</p> <ul style="list-style-type: none"> • Required for classified employee • 00 No Anniversary • 05 5 Years • 10 10 Years • 20 20 Years
Last Salary Change Date (Sal Change; Sal Chg) 8/N	<p>Date when the employee last received a salary adjustment</p> <ul style="list-style-type: none"> • CCYYMMDD
Leave Code 2/N	<p>Defines the type of leave</p> <ul style="list-style-type: none"> • 0 - Not on Leave • 1 - Leave Without Pay • 2 - Educational Leave With Pay • 3 - Suspension Without Pay • 4 - Accumulated Leave With Pay • 5 - Military Leave Without Pay • 6 - Mobility Leave • 7 - LWOP - Layoff (Organizational) • 8 - LWOP - Layoff (Temporary Work Force Reduction) • 9 - LWOP - Family and Medical Leave • 10 - VSDP Short-Term Disability (No Workers' Compensation) • 11 - VSDP Long-Term Disability (No Workers' Compensation) • 12 - VSDP Short-Term Disability (With Workers' Compensation) • 13 - VSDP Long-Term Disability (With Workers' Compensation) • 14 - VSDP Long-Term Disability – Working (No Workers' Compensation) • 15 - VSDP Long-Term Disability – Working (With Workers' Compensation)
Leave Effective Date (Leave Eff. Date; Leave-Eff.) 8/N	<p>Date when an active employee is placed on leave of absence or suspension.</p> <ul style="list-style-type: none"> • CCYYMMDD

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Leave Return Date (Leave Return; Leave-Ret) 8/N	Date when the employee is scheduled to resume work from a leave of absence or suspension <ul style="list-style-type: none">• CCYYMMDD	
Locality of Residence Code for Employee (Loc; Location) 3/N	City/county code of employee's home address. <ul style="list-style-type: none">• Uses the same code table as Position Location Code.	

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Military Status 2/N	Denotes employee's military status. <ul style="list-style-type: none">• MR – member of Reserves, any branch• NG – member of National Guard• blank – neither of the conditions above.
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Nationality (Nation) 2/A	Employee's country of citizenship
Next Leave Accrual Anniversary Date (Next Lv Ann; Next Ann) 8/N	<p>The next date when an employee will complete a number of years of service whereby the amount of annual leave awarded increases.</p> <ul style="list-style-type: none">• Should be adjusted for applicable leave-without-pay periods. Example: employee's present leave accrual rate is based on having completed 5 years qualified service on 7/10/2000, so the next leave accrual anniversary date will be 7/10/2005 and the last anniversary number is 5. If not hired on a pay-period date (10th or 25th), use the next pay-period. Example: date of hire is the 12th, so the next pay-period day is the 25th.• Required for classified employee
Non-State Salary (Non St Sal) 8/N; 999999V99	Any compensation awarded to the employee that was not directly provided by the State Treasury
Number Supervised 2/N	Number of subordinates under a supervisor

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Occupational Family Code 5/N	Broad grouping that includes jobs that share similar vocational characteristics
Occupational Family Name for Position 30/A	Name of Occupational Family
Office Telephone Number for Employee 10/N	Telephone number of the employee's normal work location <ul style="list-style-type: none">• Includes area code; excludes extension
Old Class Code 5/N	Pre-Comp Reform Class Code
Optional Employee Data (Opt Data) 70/A	Additional comments about the employee that the employee's agency may wish to record
Optional Position Data 20/A	Additional comments about the position that the employee's agency may wish to record
Overtime Eligibility Code (OT Ex; FLSA Exempt Code) 1/A	Indicates if role is covered under state provisions allowing overtime pay or compensatory leave <ul style="list-style-type: none">• Y or N• C – pre-approved for straight-time OT; all roles in band 4 are designated "C"
Overtime Exemption Code 1/N	Overtimes exemption status of the employee <ul style="list-style-type: none">• E Exempt - exempt from overtime• N Non-Exempt - does not meet any of the exemption tests and thus is covered by the Fair Labor Standards Act.
Overtime Public Safety Code 1/N	Identifies whether the employee performs a public safety function. <ul style="list-style-type: none">• H: Public Safety Position - Can accumulate up to 480 overtime leave hours. Includes positions in law enforcement, fire protection, emergency, and ambulance services.• L: All other classified non-exempt positions - Can accumulate up to 240 overtime leave hours.

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Parent Agency Abbreviation 5/A	Parent agency's initials
Parent Agency Long Name 60/A	Long description of the agency's parent's name
Parent Agency Number 3/N	Parent state entity where the employee is assigned <ul style="list-style-type: none"> The employee's immediate agency could be subordinate to the parent agency. For ex., the Department of Corrections (701) is the parent agency of the Powhatan Correctional Center (709).
Parent Agency Short Name 30/A	Name of the employee's parent agency
Pay Area Code (PA; Area) 2/A	Areas for specific pay ranges as authorized by the Governor <ul style="list-style-type: none"> SW - Statewide FP - Fairfax, Arlington, Prince William, and Loudoun counties; Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park cities
Pay Schedule (P/S; Pay Sched) 2/N	Number of paychecks per year for payment of employee
Payroll Number (Pay Acct. Number; Payroll No) 3/N	Number used to identify the particular payroll within an agency from which the employee is paid
Performance Eligibility Date (PI Elig) 8/N	Effective date on which an employee is eligible to receive an incentive pay performance increase <ul style="list-style-type: none"> CCYYMMDD
Person Name Title 4/A	Employee's title <ul style="list-style-type: none"> MR, MS, MRS, DR, etc
Position Category Code 1/A	Designates whether the specified position is subject to joint merit system rules. <ul style="list-style-type: none"> Y or N
Position Duration Code (Duration) 1/A	Indicates the relative permanency of a particular position <ul style="list-style-type: none"> T - Temporary P - Permanent
Position EEO Code (EEO)	Equal Employment Opportunity Occupational Code (EEO).

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1/A	<ul style="list-style-type: none"> Federal code associated with this position. Identifies the primary occupational activity of the position. A Official or Administrator B Professional C Technician D Protective Service Worker E Paraprofessional F Office or Clerical G Skilled Craft Worker H Service/Maintenance I Faculty
Position Establish Date (Establish Date) 8/N	Date when the position was first available to be filled <ul style="list-style-type: none"> CCYYMMDD
Position Expiration Date (Expiration Date; Pos-Exp) 8/N	Date when an intermittent, restricted, or temporary position is scheduled to expire <ul style="list-style-type: none"> CCYYMMDD
Position Fill Reason (Fill) 1/A	Transaction reason for filling a position <ul style="list-style-type: none"> 1 - New Employee 2 - Transferred 3 - Promotion 4 - Demotion 5 - Reemployment 6 - Reinstate 7 - Rehire
Position Level (Level) 2/N	Distinguishes the level of the position <ul style="list-style-type: none"> E Employee F Faculty M Manager S Supervisor
Position Location Code (Location; Loc) 3/N	Identifies county or city of employee's primary place of employment within Virginia. <ul style="list-style-type: none"> Value is zero if the employee's location is out of state.
Position Months (Months; No Months) 4/N; 99V99	Number of months per year that this position can be filled
Position Number	Uniquely identifies a position within a state agency.

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(Number; Pos No) 5/A	<ul style="list-style-type: none"> • Provided by the agency; authorized by DHRM, and DPB, in accordance with the statutes.
Position Pay Band (Band; Bnd; Pay Band) 2/N	<p>Salary structure consists of 9 pay bands.</p> <ul style="list-style-type: none"> • Pay bands replace grades 1 - 23, Trainee (30), and Teachers (31). • 1-9 All Classified Bands (except Unbanded • 00 Teacher or Agency Head • UG Non-compensation reform role
Position Percent Time (Percent; Percent Time) 5/N; 999V99	<p>Maximum percentage of full-time that this position can be filled.</p> <ul style="list-style-type: none"> • e.g., 100.00, 50.00, 68.75, etc
Position Review Date (Review) 8/N	<p>Next date that a particular position is to be reviewed</p> <ul style="list-style-type: none"> • Review required because of circumstances prevailing when established (e.g., funding of indeterminate duration) or developed later (e.g., role related to reorganization), etc
Position Role Code (Role) 5/N	<p>Broad array of similar positions attributable to different levels of work within Career Group or occupational field.</p> <ul style="list-style-type: none"> • Replaces Position Class Code.
Position Role Maximum Salary (Max; Max Sal) 6/N	<p>Maximum salary for the position role based on the pay band and pay area where the position is assigned</p> <ul style="list-style-type: none"> • Replaces maximum salary of the class associated with the position.
Position Role Minimum Salary (Max; Max Sal) 6/N	<p>Minimum salary for the position role based on the pay band and pay area where the position is assigned</p> <ul style="list-style-type: none"> • Replaces minimum salary of the class associated with the position.
Position Role Name 30/A	<p>Name of Position Role</p> <ul style="list-style-type: none"> • Replaces Class Abbreviation for the position.
Position Time Status 1/A	<p>Identifies whether the position is full-time (F) or (P) part-time</p>
Position Vacate Date 8/N	<p>Date when the previous incumbent vacated the position</p>

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	<ul style="list-style-type: none">• CCYYMMDD
Position Work Title 30/A	Agency-specific or functional title that describes the overall purpose of a position.
Prior State Service 3/N	Number of months of state service completed prior to the present term of continuous employment with the state
Probation Expire Date 8/N	Date when the employee's probationary period will expire <ul style="list-style-type: none">• CCYYMMDD

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Race 1/A	<p>Employee's race</p> <ul style="list-style-type: none"> • A White (includes Arabs) • B Black (includes Jamacians, Bahamians, and other Caribbeans or African but not Hispanic of Arabian descent) • C Hispanic (Spanish surname, includes Mexican, Puerto Rican, Cuban, Central or South American or other Spanish origin or culture) • D Asian or Asian American (includes Pakistan, Indians, and Pacific Islanders) • E American Indian and Alaskan Native
Reason for Review 1/A	<p>Defines the condition under which a position was established or was continued, following reorganization or for some other reason</p> <ul style="list-style-type: none"> • A Continued availability of special funds to be determined • B Classification review required by previous reorganization • C Continued need for position to be determined • D Review desired by the Department of Planning and Budget • Blank Other
Recruit Close Date 8/N	<p>Close date of the recruitment if this position is currently being recruited</p> <ul style="list-style-type: none"> • CCYYMMDD
Recruit Code 1/A	<p>Indicates the RECRUIT status of the position</p> <ul style="list-style-type: none"> • A Position open to internal agency employees only • E Position open to state employees only • G Position open to the general public • N Position not being recruited • X Position not subject to recruitment

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Salary Review Date 8/N	Date when the salary should be reviewed due to transactions which cause the salary to remain above the role maximum (e.g., downward role change, voluntary demotion) <ul style="list-style-type: none">• CCYYMMDD
Secretary Name 30/A	Name of the Secretary to which the agency of this position reports.
Secretary Number 2/N	Secretary's office to which the agency of this position reports <ul style="list-style-type: none">• 0 - Executive Officers• 1 - Secretary of Administration• 2 - Secretary of Natural Resources• 3 - Secretary of Education• 4 - Secretary of Human Resources• 5 - Secretary of Transportation and Public Safety• 6 - Legislative• 7 - Judicial• 8 - Independent• 9 - Secretary of Finance• 10 - Secretary of Economic Development• 12 - Secretary of Technology
Separation Date 8/A	Date when the employee is removed from state service, either voluntarily or involuntarily <ul style="list-style-type: none">• CCYYMMDD
Shift Code 1/A	Identifies the employee's shift <ul style="list-style-type: none">• D All other• L Late
Social Security Number (Soc Sec; SSN) 9/N	Employee's social security number
Special Rate Compensation 8/N	Any compensation paid in addition to the normal state salary, awarded for special performance or in recognition of exceptional academic or professional accomplishments
Standard Occupational Classification (SOC) Code	Initially, the class code (preceded by 0) will be loaded in this field. At a future date the Federal

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(SOC) 6/N	SOC will be entered in this field, replacing the class code.	
Standard Occupational Classification (SOC) Name (SOC Name) 60/A	Name that is associated with the SOC Code	
Standard Occupational Classification (SOC) Sub-Code 4/N	For future use; Further subgrouping of the Federal SOC Code	
State Salary (Salary; St Sal) 8/N; 999999V99	Salary paid by the Commonwealth of Virginia from funds deposited with the State Treasury	
Sub-Unit 5/A	Field for agency's use for managing performance increases.	
Supervisory Agency Number (Supv Agy) 3/N	Agency number of employee's supervisor	
Supervisory Position Number (Supv Pos) 5/A	Position number of employee's supervisor	
Supervisory Status (Supv Status) 1/A	Denotes an employee as being a supervisor and the level of supervisory activities.	

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Telecommute 1/A	Denotes a position that has been approved for telecommuting. <ul style="list-style-type: none">• "Y" or "N"
Tenure Status/Contract Type (Contract; Tenure) 1/N	Designates whether or not a faculty member has been awarded tenure, eligibility for tenure, and contract length (if employee of community college). <ul style="list-style-type: none">• 1 - Granted tenure• 2 - Not granted tenure but is eligible• 3 - Not eligible for tenure• 4 - Not eligible - one year contract• 5 - Not eligible - three year contract• 6 - Not eligible - five year contract• 9 - Unknown
Transaction Code (Trans) 6/A	Last update transaction performed against the position or employee
Transaction Effect Date (Efft date; Trans efft) 8/N	Last date an update transaction was performed against the position or employee <ul style="list-style-type: none">• CCYYMMDD

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Veteran Status (Vet) 1/A	Indicates whether the employee is a veteran <ul style="list-style-type: none">• Y/N
VSDP Effective Date 8/N	Employee's effective date of enrollment in the Virginia Sickness Disability Plan (VSDP)
VSDP Enrollment Indicator 1/A	Enrollment status of the employee in the Virginia Sickness Disability Plan (VSDP) <ul style="list-style-type: none">• Y = Yes• N = No
VSDP Months of Service 3/N	Employee's number of months of service as of the VSDP Service Date
VSDP Service Date 8/N	Date used to determine the VSDP Months of Service at the time of enrollment in the Virginia Sickness Disability Plan (VSDP)

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IV. Miscellaneous Codes

AGENCY CODE

CODE	ABBREV	NAME
999	ABC	Dept Alcoholic Bev Control
754	ACC	Augusta Correctional Center
133	APA	Auditor of Public Accounts
141	ATG	Attorney General
233	BBE	State Board of Bar Examiners
718	BCC	Bland Correctional Center
291	BRCC	Blue Ridge Community College
749	BUCC	Buckingham Correctional Center
730	BWCC	Brunswick Correctional Center
957	CASC	Commonwealth Att Serv Council
125	CAV	Court of Appeals of Virginia
157	CB	Compensation Board
842	CBC	Chesapeake Bay Commission
408	CBLAD	Chesapeake Bay Loc Asst Dept
773	CCC	Coffeewood Correctional Center
113	CCV	Circuit Courts
116	CDC	Combined District Courts
173	CGC	Charitable Gaming Commission
724	CH	Catawba Hospital
170	CHR	Council on Human Rights
242	CNU	Christopher Newport University
946	COI	Council on Indians
968	COLG	Commission on Local Government
169	COVCC	Commonwealth Competition Council
838	CPGD	Comm on Population Growth and Development
760	CRCFU	Central Region Corr Fld Units
703	CSH	Central State Hospital
292	CVCC	Central VA Community College
707	CVTC	Central Virginia Train Ctr
204	CWM	College of William and Mary
197	DATPE	Direct Aid to Public Education
325	DBA	Department of Business Assistance
279	DCC	Danville Community College
750	DCE	Department of Correctional Education
140	DCJS	Dept of Criminal Justice Svcs

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961	DCP	Department of Capitol Police
199	DCR	Dept Conser & Recreation
143	DDC	Division of Debt Collection
708	DEJ	DeJarnette Center
440	DEQ	Dept of Environmental Quality
962	DERC	Dept of Emp Rel Counselors
753	DFCC	Deerfield Correctional Center
960	DFP	Dept of Fire Programs
403	DGIF	Dept Game & Inland Fisheries
194	DGS	Department of General Services
165	DHCD	Dept of Housing and Comm Dev
223	DHP	Dept of Health Professions
423	DHR	Dept of Historic Resources
129	DHRM	Dept of Human Resource Management
138	DIT	Dept of Information Technology
109	DLAS	Dept of Legislative Auto Sys
107	DLS	Div of Legislative Services
123	DMA	Dept of Military Affairs
602	DMAS	Dept of Medical Assistance Svcs
232	DMBE	Dept of Minority Bus Enterprises
752	DMCC	Deep Meadow Correctional Ctr
409	DMME	Dept of Mines, Minerals & Energy
154	DMV	Department of Motor Vehicles
151	DOA	Department of Accounts
841	DOAV	Department of Aviation
701	DOC	Department of Corrections
767	DOCC	Division of Community Corrections
201	DOE	Department of Education
411	DOFR	Department of Forestry
756	DOI	Division of Institutions
777	DOJJ	Department of Juvenile Justice
181	DOLI	Dept of Labor and Industry
122	DPB	Dept of Planning and Budget
222	DPOR	Department of Professional and Occupational Regulations
505	DRPT	Dept of Rail and Public Transportation
262	DRS	Dept of Rehabilitative Service
762	DRVD	Dept for the Rights of Virginians with Disabilities

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150	DSIA	Dept of the St Internal Audit
287	DSLCC	Dabney S Lancaster Comm Coll
765	DSS	Dept of Social Services
137	DTP	Department of Technology Planning
131	DVA	Dept of Veterans' Affairs
702	DVH	VA Dept for the Visually Handicapped
770	DWCC	Dillwyn Correctional Center
761	ERCFU	East Region Corr Fld Unit
742	ERT	Employee Relations & Trg
284	ESCC	Eastern Shore Community Coll
704	ESH	Eastern State Hospital
239	FCMV	Frontier Cultural Museum of VA
743	FWCC	Fluvanna Women's Correctional Center
450	GACSF	Governor's Council on Self-Determination and Federal Issues
297	GCC	Germanna Community College
451	GCCET	Governor's Council on Compensation and Equitable Taxation
452	GCES	Governor's Commission on Environmental Stewardship
453	GCPFS	Governor's Commission on Physical Fitness and Sports
114	GDC	General District Courts
916	GETD	Gov Employment & Training Dept
417	GH	Gunston Hall Plantation
247	GMU	George Mason University
121	GOV	Governors Office
769	GRCC	Greenville Correctional Center
772	HCC	Haynesville Correctional Center
101	HDEL	House of Delegates
748	HDMC	Hiram W Davis Medical Center
174	HETTF	Governor's Board for Higher Education Tuition Trust Fund
771	ICCC	Indian Creek Correctional Center
844	JCHC	Joint Commission on Health Care
115	JDRC	Juv and Dom Relations Dist Crt
112	JIRC	Judicial Inquiry and Rev Comm
110	JLARC	Joint Legislative Audit and Review Commission
216	JMU	James Madison University
719	JRCC	James River Correctional Ctr

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283	JSRCC	J. Sargeant Reynolds Comm Coll
290	JTCC	John Tyler Community College
425	JYF	Jamestown-Yorktown Foundation
768	KMCC	Keen Mountain Corr Center
214	LC	Longwood College
774	LCC	Lunenburg Correctional Center
298	LFCC	Lord Fairfax Community College
119	LTGOV	Lieutenant Governor
202	LVA	Library of Virginia
103	MAG	Magistrates
744	MCC	Mecklenburg Correctional Ctr
747	MCTC	Marion Correctional Center
206	MCVHA	Medical College of Virginia Hospital
299	MECC	Mountain Empire Community Coll
720	MHMR	Dept Ment Hlth & Ment Retard
845	MLKMC	Martin Luther King, JR Memorial Commission
220	MMM	Melchers' Monroe Memorials
402	MRC	Marine Resources Commission
506	MVDB	Motor Vehicle Dealer Board
215	MWC	Mary Washington College
745	NCC	Nottoway Correctional Center
275	NRCC	New River Community College
759	NRCFU	Northern Region Corr Fld Units
213	NSU	Norfolk State University
280	NVCC	Northern VA Community College
728	NVMHI	No VA Mental Health Institute
725	NVTC	No VA Trn Ctr for the Ment Ret
221	ODU	Old Dominion University
709	PCC	Powhatan Correctional Center
848	PDC	Public Defender Commission
277	PDCCC	Paul D. Camp Community College
729	PGH	Piedmont Geriatric Hospital
285	PHCC	Patrick Henry Comm Coll at Mar
721	PRCC	Powhatan Recpt and Class Ctr
282	PVCC	Piedmont VA Community College
241	RBC	Richard Bland College
278	RCC	Rappahannock Community College
741	ROCC	Red Onion Correctional Center
217	RU	Radford University
733	S1CC	Sussex 1 Correctional Center
734	S2SP	Sussex 2 State Prison

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737	SBCC	St. Brides Correctional Center
132	SBE	State Board of Elections
171	SCC	The State Corporation Commission
245	SCHEV	State Council of Higher Education
192	SCT	Secretary of Commerce and Trade
100	SEN	Senate
723	SEVTC	Southeastern VA Tr Ctr for Men
190	SFIN	Secretary of Finance
717	SHCC	Southampton Correctional Center
188	SHHR	Secretary of Health and Human Res
736	SITC	Southampton Intensive Treatment Ctr
172	SLD	State Lottery Department
305	SMC	State Milk Commission
146	SMV	The Science Museum of Virginia
183	SNR	Secretary of Natural Resources
180	SOA	Secretary of Administration
166	SOC	Sec of Commonwealth
185	SOE	Secretary of Education
184	SOT	Secretary of Technology
187	SPS	Secretary of Public Safety
740	SRCC	Southampton Reception and Clas
276	SSVCC	Southside VA Community College
731	STCC	Staunton Correctional Center
186	STO	Secretary of Transportation
111	SUPCT	Supreme Court of Virginia
739	SVMHI	Southern VA Mental Health Inst
726	SVTC	Southside VA Training Center
948	SWHEC	Southwest VA Higher Education Center
705	SWMHI	Southwestern VA Mental Health Institute
294	SWVCC	Southwest Virginia Comm Coll
738	SWVTC	Southwestern VA Training Ctr
161	TAX	Department of Taxation
152	TD	Department of the Treasury
293	TNCC	Thomas Nelson Comm College
295	TWCC	Tidewater Community College
207	UVA	University of Virginia
246	UVACW	University of Virginia – College at Wise
209	UVAH	Univ of Virginia - Medical Center
413	VASAP	Commission on VA Alcohol Safety Act Program
606	VBPD	VA Board for People with Disabilities
148	VCA	Virginia Commission for the Arts

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261	VCCS	Virginia Community College Sys
270	VCCSU	Virginia Community College System Utility
716	VCCW	Virginia Corr Center for Women
711	VCE	Virginia Correctional Enterprises
839	VCoy	Virginia Commission on Youth
160	VCSC	Virginia Criminal Sentencing Commission
236	VCU	Virginia Commonwealth University
163	VDA	Dept for the Aging
301	VDACS	Dept of Agri & Consumer Services
751	VDDHH	VA Dept f/t Deaf & Hard of Hear
127	VDES	Department of Emergency Services
601	VDH	Department of Health
501	VDOT	Department of Transportation
182	VEC	Virginia Employment Commission
310	VEDP	Virginia Economic Development Partnership
296	VHCC	VA Highlands Community College
840	VHSC	VA Housing Study Commission
964	VHSCR	VA Health Serv Cost Rev Council
330	VIADP	Virginia – Israel Advisory Board
268	VIMS	VA Institute of Marine Science
963	VLO	Virginia Liaison Office
238	VMFA	Virginia Museum of Fine Arts
211	VMI	Virginia Military Institute
942	VMNH	VA Museum of Natural History
407	VPA	Virginia Port Authority
766	VPB	Virginia Parole Board
231	VPEXT	VPI & SU Extension Department
208	VPISU	VPI & State University
230	VPRES	VPI & SU - Research Department
405	VRC	Virginia Racing Commission
263	VRCB	VA Rehab Center for the Blind
158	VRS	Virginia Retirement System
117	VSb	Virginia State Bar
142	VSCC	VA State Crime Comm
219	VSDBH	Virginia School f/t Deaf & Bld-Hampton
218	VSDBS	Virginia School f/t Deaf & Blind-Staunton
156	VSP	Department of State Police
212	VSU	Virginia State Univ
128	VVCC	VA Veterans Care Center Board of Trustees
191	VWC	VA Workers' Compensation Comm
286	VWCC	VA Western Community College

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288	WCC	Wytheville Community College
757	WRCFU	Western Region Corr Fld Units
735	WRSP	Wallen's Ridge State Prison
706	WSH	Western State Hospital
203	WWRC	Woodrow Wilson Rehab Center

APPOINTMENT ORGANIZATIONAL UNIT

This data item is only completed for teaching faculty positions. The codes for this data item were provided by the National Center for Educational Statistics through the Virginia State Council of Higher Education. They are a part of the Higher Education General Information Survey (HEGIS) Discipline Taxonomy.

<u>Code</u>	<u>Discipline</u>
0000	GENERAL USE
0100	AGRICULTURE AND NATURAL RESOURCES
0101	Agriculture, General
0102	Agronomy (Field Crops, and Crop Management)
0103	Soil Science (Management and Conservation)
0104	Animal Science (Husbandry)
0105	Dairy Science (Husbandry)
0106	Poultry Science
0107	Fish, Game, and Wildlife Management
0108	Horticulture (Fruit and Vegetable Production)
0109	Ornamental Horticulture (Floriculture, Nursery Science)
0110	Agricultural and Farm Management
0111	Agricultural Economics
0112	Agricultural Business
0113	Food Service and Technologies
0114	Forestry
0115	Natural Resources Management
0116	Agriculture and Forestry
0117	Range Management
0199	Other, Specify
0200	ARCHITECTURE AND ENVIRONMENTAL DESIGN
0201	Environmental Design, General
0202	Architecture

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0203 Interior Design
 0204 Landscape Architecture
 0205 Urban Architecture
 0206 City, Community, and Regional Planning
 0299 Other, Specify

0300 AREA STUDIES
 0301 Asian Studies, General
 0302 East Asian Studies
 0303 South Asian (India, etc.) Studies
 0304 Southeast Asian Studies
 0305 African Studies
 0306 Islamic Studies
 0307 Russian and Slavic Studies
 0308 Latin American Studies
 0309 Middle Eastern Studies
 0310 European Studies, General
 0311 Eastern European Studies
 0312 West European Studies
 0313 American Studies
 0314 Pacific Area Studies
 0399 Other, Specify

0400 BIOLOGICAL SCIENCES
 0401 Biology, General
 0402 Botany, General
 0403 Bacteriology,
 0404 Plant Pathology
 0405 Plant Pharmacology
 0406 Plan Physiology
 0407 Zoology, General
 0408 Pathology, Human and Animal
 0409 Pharmacology, Human and Animal
 0410 Physiology, Human and Animal
 0411 Microbiology
 0412 Anatomy
 0413 Histology
 0414 Biochemistry
 0415 Biophysics

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0416	Molecular Biology
0417	Cell Biology (Cytology and Cell Physiology)
0418	Marine Biology
0419	Biometrics and Biostatistics
0420	Ecology
0421	Entomology
0422	Genetics
0423	Radiobiology
0424	Nutrition, Scientific (exclude Nutrition in Home
0425	Pneurosciences
0426	Toxicology
0427	Embryology
0499	Other, Specify

0500	BUSINESS AND MANAGEMENT
0501	Business and Commerce, General
0502	Accounting
0503	Business Statistics
0504	Banking and Finance
0505	Investments and Securities
0506	Business Management and Administration
0507	Operations Research
0508	Hotel and Restaurant Management
0509	Marketing and Purchasing
0510	Transportation and Public Utilities
0511	Real Estate
0512	Insurance
0513	International Business
0514	Secretarial Studies
0515	Personnel Management
0516	Labor and Industrial Relations
0517	Business Economics
0591	Business Law - GMU
0598	Information Systems
0599	Other, Specify

0600	COMMUNICATIONS
0601	Communications, General
0602	Journalism (Printed Media)
0603	Radio/TV
0604	Advertising

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0605	Communication Media (use of videotapes, film, etc.,
0699	Other, Specify
0700	COMPUTER AND INFORMATION SCIENCES
0701	Computer and Information Sciences, General
0702	Information Sciences and Systems
0703	Data Processing
0704	Computer Programming
0705	Systems Analysis
0799	Other, Specify
0800	EDUCATION
0801	Education, General
0802	Elementary Education, General
0803	Secondary Education, General
0804	Junior Higher School, General
0805	Higher Education, General
0806	Junior and Community College Education
0807	Adult and Continuing Education
0808	Special Education, General
0809	Administration of Special Education
0810	Education of the Mentally Retarded
0811	Education of the Gifted
0812	Education of the Deaf
0813	Education of the Culturally Disadvantaged
0814	Education of the Visually Handicapped
0815	Speech Correction
0816	Education of the Emotionally Disturbed
0817	Remedial Education
0818	Special Learning Disabilities
0819	Education of the Physically Handicapped
0820	Education of the Multiple Handicapped
0821	Social Foundations (history and philosophy of education)
0822	Educational Psychology (include learning theory)
0823	Pre-elementary Education (kindergarten)
0824	Educational Statistics and Research
0825	Educational Testing, Evaluation, and Measurement
0826	Student Personnel (counseling and guidance)
0827	Educational Administration
0828	Educational Supervision
0829	Curriculum and Instruction

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0830	Reading Education (methodology and theory)
0831	Art Education (methodology and theory)
0832	Music Education (methodology and theory)
0833	Mathematics Education (methodology and theory)
0834	Science Education (methodology and theory)
0835	Physical Education
0836	Drive and Safety Education
0837	Health Education (include family life education)
0838	Business, Commerce and Distributive Education
0839	Industrial Arts, Vocational, and Technical Education
0888	Distributed Education
0891	Hearing Disorders
0899	Other, Specify
0900	ENGINEERING
0901	Engineering, General
0902	Aerospace, Aeronautical, and Astronomical Engineering
0903	Agricultural Engineering
0904	Architectural Engineering
0905	Bioengineering and Biomedical Engineering
0906	Chemical Engineering (include Petroleum Refining)
0907	Petroleum Engineering (exclude Petroleum Refining)
0908	Civil, Construction, and Transportation Engineering
0909	Electrical, Electronics and Communications Engineering
0910	Mechanical Engineering
0911	Geological Engineering
0912	Geophysical Engineering
0913	Industrial and Management Engineering
0914	Metallurgical Engineering
0915	Materials Engineering
0916	Ceramic Engineering
0917	Textile Engineering
0918	Mining and Mineral Engineering
0919	Engineering Physics
0920	Nuclear Engineering
0921	Engineering Mechanics
0922	Environmental and Sanitary Engineering
0923	Naval Architecture and Marine Engineering
0924	Ocean Engineering
0925	Engineering Technologies
0999	Other, Specify

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1000	FINE AND APPLIED ARTS
1001	Fine Arts, General
1002	Art (Painting, Drawing, Sculpture)
1003	Art History and Appreciation
1004	Music (Performing, Composition, Theory)
1005	Music (Liberal Arts Program)
1006	Music History and Appreciation (Musicology)
1007	Dramatic Arts
1008	Dance
1009	Applied Design (Ceramics, Weaving, Textile Design, Fashion Design, Jewelry, Metal-smithing, Interior Decoration, Commercial Arts)
1010	Cinematography
1011	Photography
1092	Craft
1099	Other, Specify
1100	FOREIGN LANGUAGES
1101	Foreign Languages, General
1102	French
1103	German
1104	Italian
1105	Spanish
1106	Russian
1107	Chinese
1108	Japanese
1109	Latin
1110	Greek, classical
1111	Hebrew
1112	Arabic
1113	Indian (Asiatic)
1114	Scandinavian Languages
1115	Slavic Languages (other than Russian)
1116	African Languages (non-Semitic)
1198	Portuguese
1199	Other, Specify
1200	HEALTH PROFESSIONS
1201	Health Professions, General
1202	Hospital and Health Care Administration

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1203	Nursing
1204	Dentistry
1205	Dental Specialties
1206	Medicine
1207	Medical Specialties
1208	Occupational Therapy
1209	Optometry
1210	Osteopathic Medicine
1211	Pharmacy
1212	Physical Therapy
1213	Dental Hygiene
1214	Public Health
1215	Medical Record Librarianship
1216	Podiatry or Podiatric Medicine
1217	Biomedical Communication
1218	Veterinary Medicine
1219	Veterinary Medicine Specialties
1220	Speech Pathology and Audiology
1221	Chiropractic
1222	Clinical Social Work
1223	Medical Laboratory Technologies
1224	Dental Technologies
1225	Radiologic Technologies
1299	Other, Specify
1300	HOME ECONOMICS
1301	Home Economics, General
1302	Home Decoration and Home Equipment
1303	Clothing and Textiles
1304	Consumer Economics and Home Management
1305	Family Relations and Child Development
1306	Foods and Nutritions (include Dietetics)
1307	Institutional Management and Cafeteria Management
1399	Other, Specify
1400	LAW
1401	Law, General
1499	Other Specify
1500	LETTERS
1501	English, General

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1502	Literature, English
1503	Comparative Literature
1504	Classics
1505	Linguistics (include Phonetics, Semantics, and Philology)
1506	Speech, Debate, and Forensic Science (Rhetoric and
1507	Creative Writing
1508	Teaching of English as a Foreign Language
1509	Philosophy
1510	Religious Studies (exclude Theological Professions)
1599	Other, Specify
1600	LIBRARY SCIENCE
1601	Library Science, General
1699	Other, Specify
1700	MATHEMATICS
1701	Mathematics, General
1702	Statistics, Mathematical and Theoretical
1703	Applied Mathematics
1799	Other, Specify
1800	MILITARY SCIENCE
1801	Military Science (Army)
1802	Naval Science (Navy, Marines)
1803	Aerospace Science (Air Force)
1899	Other, Specify
1900	PHYSICAL SCIENCES
1901	Physical Sciences, General
1902	Physics, General (exclude Biochemistry)
1903	Molecular Physics
1904	Nuclear Physics
1905	Chemistry, General (exclude Biochemistry)
1906	Inorganic Chemistry
1907	Organic Chemistry
1908	Physical Chemistry
1909	Analytical Chemistry
1910	Pharmaceutical Chemistry
1911	Astronomy
1912	Astrophysics
1913	Atmospheric Sciences and Meteorology

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1914	Geology
1915	Geochemistry
1916	Geophysics and Seismology
1917	Earth Sciences, General
1918	Paleontology
1919	Oceanography
1920	Metallurgy
1999	Other, Specify
2000	PSYCHOLOGY
2001	Psychology, General
2002	Experimental Psychology (animal and human)
2003	Clinical Psychology
2004	Psychology for Counseling
2005	Social Psychology
2006	Psychometrics
2007	Statistics in Psychology
2008	Industrial Psychology
2009	Developmental Psychology
2010	Physiological Psychology
2099	Other, Specify
2100	PUBLIC AFFAIRS AND SERVICES
2101	Community Services, General
2102	Public Administration
2103	Parks and Recreation Management
2104	Social Work and Helping Services (other than Clinical Social Work)
2105	Law Enforcement and Corrections
2106	International Public Services (other than Diplomatic Service)
2199	Other, Specify
2200	SOCIAL SCIENCES
2201	Social Sciences, General
2202	Anthropology
2203	Archeology
2204	Economics
2205	History
2206	Geography
2207	Political Science and Government

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2208	Sociology
2209	Criminology
2210	International Relations
2211	Afro-American (Black Culture) Studies
2212	American Indian Cultural Studies
2213	Mexican-American Cultural Studies
2214	Urban Studies
2215	Demography
2298	Personal Skills
2299	Other, Specify
2300	THEOLOGY
2301	Theological Professions, General
2302	Religious Music
2303	Biblical Languages
2304	Religious Education
2399	Other, Specify
4900	INTERDISCIPLINARY STUDIES
4901	General Liberal Arts and Sciences
4902	Biological and Physical Sciences
4903	Humanities and Social Sciences
4904	Engineering and Other Disciplines
4995	Environmental Science
4997	Gerontology
4999	Other, Specify
5000	BUSINESS AND COMMERCE TECHNOLOGIES
5001	Business and Commerce Technologies, General
5002	Accounting Technologies
5003	Banking and Finance Technologies
5004	Marketing, Distribution, Purchasing, Business, and Industrial Management Technologies
5005	Secretarial Technologies (include Office Machines Training)
5006	Personal Service Technologies (Stewardess, Cosmetologist, etc.)
5007	Photography Technologies
5008	Communications and Broadcasting Technologies (Radio/TV, Newspaper)
5009	Printing and Lithography Technologies

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5010	Hotel and Restaurant Management Technologies
5011	Transportation and Public Utility Technologies
5012	Applied Arts, Graphic Arts, and Fine Arts Technologies (include advertising design)
5090	Interior Design
5091	Court and Conference
5092	Decorating
5095	Military Management
5099	Other, Specify
5100	DATA PROCESSING TECHNOLOGIES
5101	Data Processing Technologies, General
5102	Key Punch Operator and Other
5103	Computer Programmer Technologies
5104	Computer Operator and Peripheral Equipment Operation Technologies
5105	Data Processing Equipment Maintenance Technologies
5199	Other, Specify
5200	HEALTH SERVICES AND PARAMEDICAL TECHNOLOGIES
5201	Health Services Assistant Technologies, General
5202	Dental Assistant Technologies
5203	Dental Hygiene Technologies
5204	Dental Laboratory -Technologies
5205	Medical or Biological Laboratory Assistant Technologies
5206	Animal Laboratory Assistant
5207	Radiologic Technologies (X-Ray, etc.)
5208	Nursing, R.N. (less than 4-year program)
5209	Nursing, Practical L.P.N. or L.V.N. - less than 4-year program
5210	Occupational Therapy Technologies
5211	Surgical Technologies
5212	Optical Technologies (include Ocular Care, Ophthalmic, Optometric Technologies)
5213	Medical Record Technologies
5214	Medical Assistant and Medical Office Assistant Technologies
5215	Inhalation Therapy Technologies
5216	Psychiatric Technologies (include Mental Health Aide Program)

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5217	Electro Diagnostic Technologies (include E.K.G., E.E.G., etc.)
5218	Institutional Management Technologies (Rest Homes, etc.)
5219	Physical Therapy Technologies
5290	Dietetics
5291	Mortuary Science
5299	Other, Specify
5300	MECHANICAL AND ENGINEERING TECHNOLOGIES
5301	Mechanical and Engineering Technologies, General
5302	Aeronautical and Aviation Technologies
5303	Engineering Graphics (Tool and Machine Drafting and Design
5304	Architectural Drafting Technologies
5305	Chemical Technologies (include Plastics)
5306	Automotive Technologies
5307	Diesel Technologies
5308	Welding Technologies
5309	Civil Technologies (Surveying, Photogrammetry, etc.)
5310	Electronics and Machine Technologies (Television, Appliance, Office Machine Repair, etc.)
5311	Electromechanical Technologies
5312	Industrial Technologies
5313	Textile Technologies
5314	Instrumentation Technologies
5315	Mechanical Technologies
5316	Nuclear Technologies
5317	Construction and Building Technologies (Carpentry, Electrical Work, Plumbing, Sheet Metal, etc.)
5388	Heavy Equipment
5389	Ground and Water Resource
5390	Building
5391	Appliance
5392	Mechanical
5393	Urban Planning
5394	Sheet Metal
5395	Mining
5396	Furniture
5397	Radio/TV
5398	Recreation
5399	Other, Specify

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5400	NATURAL SCIENCE TECHNOLOGIES
5401	Natural Science Technologies, General
5402	Agriculture Technologies (include Horticulture)
5403	Forestry and Wildlife Technologies (include Fisheries)
5404	Food Services Technologies
5405	Home Economics Technologies
5406	Marine and Oceanographic Technologies
5407	Laboratory Technologies, General
5408	Sanitation and Public Health Inspection Technologies (Environmental Health Technologies)
5491	Horticulture
5492	Environmental Science
5499	Other, Specify
5500	PUBLIC SERVICE RELATED TECHNOLOGIES
5501	Public Service Technologies, General
5502	Bible Study or Religion-Related Occupations
5503	Education Technologies (Teacher Aide and 2-year Teacher Training Program)
5504	Library Assistant Technologies
5505	Police, Law Enforcement Corrections Technologies
5506	Recreation and Social Work Related Technologies
5507	Fire Control Technologies
5508	Public Administration and Management Technologies
5593	Home Science
5599	Other, Specify

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DEGREE INSTITUTION CODE

These codes were provided by the Virginia State Council of Higher Education.

029021	A D Little Mgmt Edu Inst	029094	U Alas Fairbanks All Cam
008439	A. T. E. S. Tech Inst	011463	Alaska Juneau, Univ Of
003537	Abilene Chrstn University	029096	U Alaska Sthestrn All Cam
001541	Abraham Baldwin Agrl C	029117	Alaska Bible College
002665	Academy Of Aeronautics	001061	Alaska Pacific University
003228	Academy Of The New Church	004749	Albany Business College
001345	Adams State College	002885	Albany College Pharmacy
002666	Adelphi University	001543	Albany Junior College
002860	Adirondack Cmty College	002886	Albany Law School
002234	Adrian College	002887	Albany Medl C Of Union U
001542	Agnes Scott College	001544	Albany State College
010056	Aiken Technical Collece	002917	Albemarle College Of The
007582	Aims Community College	001374	Albertus Magnus College
003009	Air Force Inst Technology	002235	Albion College
012308	Air Force, Cc Of The	003229	Albright College
012310	Akron All Campuses, U Of	002662	Albuquerque,University Of
012311	Akron Central Off, U Of	002396	Alcorn State University
003123	Akron Main Campus, U Of	003806	Alderson Broaddus College
010818	Akron Wayne Gen-Tech C, U	001007	Alexander City State JC
005749	Ala Avn And Tech College	029301	Alexandria Voc-Tech
001002	Alabama A & M University	029049	Alfred Adler Inst Chicago
001003	Alabama Christian College	008775	Alfred U All Campuses
001005	Alabama State Univ	007961	Alfred U Central Office
005706	Alabama Technical College	004051	Alfred University
001051	Alabama, The Univ Of	001951	Alice Lloyd College
029067	U Of Alabama All Inst	004052	Allan Hancock College
008004	Alabama System Off, U Of	002057	Alleg Co Alleg Cam, CC
001052	Alabama At Birmingham, U	008809	Alleg Co Boyce Cam, CC
001055	Alabama at Huntsville,U	007184	Allegany Community College
008306	Alameda, College Of	003231	Allegheny Co Sou Cam
008005	U Of Alas Sys Hi Ed Sys	003230	Allegheny Col Ofc, CC
008698	U Alaska Sys All Instn	003417	Allegheny College
011462	Alaska Anchorage, Univ Of	003232	Allen Co Cmty College
029095	U Alas Anchorage All Cam	005189	Allen University
029009	U Alaska Anchorage Jt Lib	003986	Alliance College
001063	Alaska Fairbanks, U	002236	Allied Institute of Tech

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002237	Allentown C Snt FD	002058	Anne Arundel Cmty College
003233	Alma College	002332	Anoka-Ramsey Cmty College
003832	Alpena Comm College	007985	Anson Technical College
003539	Alvernia College	001113	Antelope Valley College
029238	Alverno College	005019	Antillian College
003540	Alvin Comm College	008795	Antioch University
007465	Amarillo College	007430	Antonelli Inst Art-Photo
011947	American Academy of Art	029259	Antonelli Inst Art-Photo
010813	Amer Acad Dramatic Arts	007544	Appalachian Bible College
001120	Amer Acad Dramatic Arts - W	002906	Appalachian St University
029349	Amer Bapt Sem of West	002239	Aquinas College
001070	Amer Bapt Theol Sem	001632	Aquinas Inst
029134	American College	008975	Aquinas Jc All Campuses
029018	The American College	004073	Aquinas Jc At Milton
001629	American C Puerto Rico	008072	Aquinas Jc At Newton
011006	American Consv Of Music	008974	Aquinas Jc Cen Office
003963	American Consv Theatre	008317	Auburn U Central Office
029329	Amer Film Inst Ctr Adv	003477	Aquinas Junior College
010010	Amer Grad Sch of Mgmt	001346	Arapahoe Cmty College
001628	Amer Indian Bib College	010847	Ariz Automotive Inst
029394	American Institute Bus	029142	Arizona C Of The Bible
002114	American Inst Drafting	001081	Arizona State University
004999	Am Inst Psy - Grad Prof	001071	Arizona Western College
009552	American Intl College	001083	Arizona, University Of
011854	American Islamic College	001087	Arkansas Baptist College
001434	American River College	001088	Arkansas College
011941	Amer Samoa Cmty College	008701	Arkansas State U All Cam
002115	American Technological U	001091	Arkansas State U Beebe Br
001064	American University	008006	Arkansas State U Cen Off
001784	Amherst College	001090	Arkansas State U Main Cam
001785	Anchorage CC	001089	Arkansas Tech University
003418	Ancilla Domini College	008703	Arkansas All Cam, U Of
001785	Anderson College	008008	Univ Of Arkansas Cen Off
003418	Anderson College	001108	Arkansas Main Campus, U Of
009292	Andover College	001101	Ark At Little Rock, U Of
002116	Andover Newton Theol Sch	001109	Ark Medl Sci Campus, U Of
001545	Andrew College	001085	Arkansas-Monticello, U Of
002238	Amdrews University	001086	Arkansas Pine Bluff, U Of
006661	Angelina College	029279	Arlington Bapt C
003541	Angelo State University	001115	Armstrong College
002117	Anna Maria College	001546	Armstrong State College

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029321	Arrowhead Cc-Hibbing Camp	003702	Averett College
003011	Art Academy Of Cincinnati	002449	Avila College
001116	Art Ctr College Of Design	001117	Azusa Pacific University
029187	Art Institute Atlanta	002121	Babson College
001753	Art Inst Chicago, Sch Of	003147	Bacone College
010195	Art Inst Ft Lauderdale	007557	Bailey Technical School
021171	Art Inst Of Houston	029212	Bailey Technical School
008350	Art Inst Philadelphia	011074	Bainbridge Junior College
007470	Art Institute Pittsburgh	029120	Bais Binyomin Academy
029391	Art Institute Of Seattle	029358	Bais Fruma
029314	Artesia Christian Col	004673	Baker Junior College Bus
001952	Asbury College	001903	Baker University
001953	Asbury Theological Sem	001118	Bakersfield College
004033	Ashevl Buncombe Tech C	003014	Baldwin-Wallace College
003012	Ashland College	001786	Ball State University
011150	Asnuntuck Cmty College	002061	Baltimore, Cmty Coll Of
012120	Assemblies God Theo Se	002060	Baltimore Hebrew Coll
011208	Assocd Beth Rivka Schs	002102	Baltimore, University Of
002595	Assumption C for Sisters	002035	Bangor Theological Sem
002118	Assumption College	002669	Bank Street College Of Ed
003013	Athenaeum of Ohio	013208	Baptist Bible College
001008	Athens State College	002670	Bapt Bible C Of Pa
001551	Atlanta University	029252	Baptist Bible Inst
002908	Atlantic Christian College	003419	Bapt College At Chastn
002596	Atlantic Cmty College	001635	Barat College
002119	Atlantic Union College	002909	Barber-Scotia College
011385	Atlantic, College Of The	002671	Bard College
008695	Auburn U All Campuses	002708	Barnard College
001009	Auburn Univ Main Campus	003400	Barrington College
008310	Auburn U At Montgomery	001466	Barry University
001552	Augsburg College	001119	Barstow College
001552	Augusta College	003151	Bartlesville Wesleyan C
001633	Augustana College	004608	Barton Co Cmty College
003458	Augustana College	012044	Basic Inst Of Technology
029104	Auraria Joint Library	007819	Bassist College
001634	Aurora University	002036	Bates College
003543	Austin College	010328	Bauder Fashion College
002335	Austin Community College	011574	Bauder Fashion College
012015	Austin Community College	002240	Bay De Noc Cmty College
003478	Austin Peay St University	002122	Bay Path Junior College
003544	Austin Presb Theol Sem	003965	Bay State Jc Of Bus

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029182	Bay-Valley Tech Inst	009076	Berkeley School-Hicksvl
010015	Bayamon Cen University	007394	Berkeley School NY
004948	Baylor College Dentistry	002126	Berklee College Of Music
004949	Baylor College Medicine	002127	Berkshire Christian C
006967	Baylor University	002167	Berkshire Cmty College
029026	Beacon College	001554	Berry College
005204	Beal College	005704	Bessemer St Tech College
008558	Beaufort Co Cmty College	011922	Beth Hatalmud Rab Coll
009910	Beaufort Tech College	004767	Beth Jacob Hebr Tchrs C
003235	Beaver College	011668	Beth Mdrash Eeyun
006807	Beaver Co,Cmty College Of	011992	Beth Medrash Emek
029075	Becker Jc All Institution	007947	Beth Medrash Govoha
029076	Becker Jc System Office	011192	Beth Mdrsh Shaarei Yosh
002159	Becker Jc-Leicester	029168	Beth Rochel Seminary
002123	Becker Jc-Worcester	006438	Beth Srael Sch Nursing
003807	Beckley College	001121	Bethany Bible College
003546	Bee County College	001904	Bethany College
012670	Bel-Rea Inst Animal Tech	003808	Bethany College
002397	Belhaven College	002337	Bethany Lutheran Coll
001954	Bellarmino College	003149	Bethany Nazarene Coll
001636	Belleville Area College	001637	Bethany Theological Sem
003769	Bellevue Cmty College	029014	Bethany-Nthn Bapt JT Lib
009743	Bellevue College	001787	Bethel College
002910	Belmont Abbey College	001905	Bethel College
003479	Belmont College	003480	Bethel College
009941	Belmont Technical College	009058	Bethel College
003835	Beloit College	009060	Bethel C & Sem All Cam
011991	Belzer Yesh-Machzikei Sem	002338	Bethel C & Sem Cen Office
002336	Bemidji State U	009050	Bethel Theol Seminary
003420	Benedict College	001467	Bethune Cookman College
010256	Benedictine College	003770	Big Bend Cmty College
001435	Benjamin Franklin Univ	001122	Biola Univ
002911	Bennett College	001012	Birmingham Sthn College
003682	Bennington College	003548	Bishop College
002124	Bentley College	009862	Bhp Clkson Mem Hosp Coll
001955	Berea College	002988	Bismark Junior College
007826	Berean Institute	001639	Blackburn College
004736	Bergen Comm College	029194	Blackfeet Cmty College
003235	Beaver College	008726	Black Hawk C All Campuses
007502	Berkeley School The	008318	Black Hawk C Central Off
007421	Berkeley School, The	007538	Black Hawk C East Campus

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001638	Black Hawk C Quad-Cities	002133	Brandeis University
005390	Blackhawk Technical Inst	001427	Brandywine C Of Widener U
003459	Blackhills State College	007857	Brazosport College
007987	Bladen Technical Inst	001556	Brenau College
004503	Blair Jc	001958	Brescia College
010478	Blantons Junior College	001470	Brevard Cmty College
003549	Blinn College	002912	Brevard College
002597	Bloomfield College	009134	Brewer State Jr College
003315	Bloomsburg Univ Of Pa	001557	Brewton-Parker College
005523	Blue Hills Reg Tech Inst	001846	Briar Cliff College
002398	Blue Mountain College	029276	Briarcliffe Secrl Sch
003186	Blue Mtn Cmty College	009407	Briarwood College
006819	Blue Ridge Cmty College	001377	Bridgeport Engr Institute
009684	Blue Ridge Technical C	001416	Bridgeport, University Of
003703	Bluefield College	003704	Bridgewater College
003809	Bluefield State College	002183	Bridgewater State Coll
003016	Bluffton College	012305	Brigham Young U All Cam
029303	Bnos Jerusalem Sem	012306	Brigham Young U Cen Off
003421	Bob Jones University	003670	Brigham Young U Main Cam
001505	Boca Raton, College Of	001606	Brigham Young U-Hi Cam
029350	Boise Bible College	029017	Brisk Rabbinical College
001616	Boise State University	009237	Bristol College
004461	Booker T Washington Bus C	002176	Bristol Community Coll
013029	Boricua College	008404	Brookdale Cmty College
003017	Borromeo College Of Ohio	029150	Brookhaven College
012033	Bdssier Parish Cc	002677	Brooklyn Law School
003966	Boston Arch Ctr	011246	Brooks College
002128	Boston College	001123	Brooks Inst Photography
002129	Boston Consv	007814	Brookstone Coll Bsiness
002130	Boston University	002862	Broome Community Coll
002038	Bowdoin College	001500	Broward Cmty College
002062	Bowie State College	003401	Brown University
010625	Bowling Green Jc Of Bus	001558	Brunswick Junior College
008796	Bowling Grn St U All Cam	029275	Brunswick Tech C
008032	Bowling Grn St U Cen Off	003536	Bryan College
007856	Bowling Grn St U Firelds	003402	Bryant C Business Admin
003018	Bowling Grn St U Main Cam	022744	Bryant & Stratton Bus In
002132	Bradford College	008276	Bryant & Stratton Bus In
001641	Bradley University	002678	Bryant & Stratton Bus In
002339	Brainerd Cmty College	012470	Bryant-Stratton Bus Inst
029180	Bramson Ort Tech Inst	003237	Bryn Mawr College

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003238	Bucknell University	001150	Cal State U-Sacramento
003239	Bucks County Cmty Col	001311	U Of Ca Sysw Admin Cen Of
001847	Buena Vista College	008715	U Cal Sysw Admin All Cam
011210	Bunker Hill Cmty College	001312	Cal-Berkeley, U Of
012183	Burlington College	001313	Cal-Davis, U Of
007730	Burlington County College	003947	Cal Hastings C Law, U of
001906	Butler Co Cmty College	001314	Cal-Irvine, Univ Of
003240	Butler Co Cmty College	001315	Cal-Los Angeles, U Of
001788	Butler University	001316	Cal-Riverside, Univ Of
008073	Butte College	001317	Cal-San Diego, U Of
001124	Cabrillo College	001319	Cal-San Fran, Univ Of
003241	Cabrini College	001320	Cal-Santa Barbara, U Of
008902	Caguas City College	001321	Cal-Santa Cruz, Univ Of
001125	Cal Baptist College	002598	Caldwell College
001127	Cal College Arts & Crafts	004835	Caldwell Cc And Tech Inst
001135	Cal College Podiatric Med	001132	California Inst Of Arts
029374	CA Family Study Center	029253	Calif Inst Trans Psych
012154	CA Inst Integral Studies	001134	California Maritime Acad
001131	Cal Inst Of Technology	003316	California Univ Of Pa
001133	Cal Lutheran College	013106	California Wstn Schl Law
001144	Cal State Poly U-Pomona	001834	Calumet College
001143	Cal Poly St U-Sn Luis Ob	002450	Calvary Bible College
010302	Cal Sch Prof Psyc All Cam	002241	Calvin College
010301	Cal Sch Prof Psyc Cen Off	008357	Calvin College Joint Lib
011881	Cal Sch Prof Psyc Fresno	002242	Calvin Theological Sem
010013	Cal Sch Prof Psyc Los Ang	029300	Cambridge C
011117	Cal Sch Prof Psyc Sn Dego	006865	Camden County College
009844	Cal Sch Psyc Berkeley	003150	Cameron University
007993	Cal St College-Bakersfld	002913	Campbell University
001142	Cal State C-Sn Bernardino	001959	Campbellsville College
001157	Cal St College-Stanislaus	006973	Canada College
008705	Cal St U & C Sys All Inst	002681	Canisius College
001136	Cal St U & C System Off	008903	Canyons, College Of The
001146	Cal State U-Chico	002168	Cape Cod Cmty College
001141	Cal State U-Dominguez Hls	005320	Cape Fear Technical Inst
001147	Cal State U-Fresno	029122	Capital City Jr College
001137	Cal State U-Fullerton	003023	Capital University
001138	Cal State U-Hayward	001436	Capitol Inst Technology
001139	Cal State U-Long Beach	002451	Cardinal Glennon College
001140	Cal State U-Los Angeles	029130	Cardinal Newman College
001153	Cal State U-Northridge	003837	Cardinal Stritch College

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029063	Caribbean Ctr Adv Studies	001907	Central Baptist Theol Sem
012525	Caribbean Univ College	002452	Central Bible College
003176	Carl Albert JR College	029229	Univ Cen Caribe Med Cayey
007265	Carl Sandburg College	005449	Cen Carolina Tech C
002340	Carleton College	029144	Cen Chrstn C Of The Bible
003303	Carlow College	001908	Central College
003242	Carnegi-Mellon U	029007	Central Cmty College
002526	Carroll College	001378	Central Conn St Univ
003838	Carroll College	009409	Central Cty Business Inst
003481	Carson-Newman College	029324	Central Florida Bible Col
008081	Carteret Technical College	001471	Central Fla Cmty College
003839	Carthage College	003954	Central Florida, Univ Of
008431	Casco Bay College	029266	Cen Me Med Ctr Sch Nurs
003024	Case Western Reserve U	005276	Central Me Voc-Tech Inst
003928	Casper College	002453	Central Methodist College
009245	Castle Junior College	002243	Central Mich University
003683	Castleton State College	002454	Central Mo St University
002914	Catawba College	010306	Central New England Col
005318	Catawba Valley Tech C	011046	Central Ohio Technical C
002682	Cthdl C Immac Conception	003188	Central Oreg Cmty College
006324	Catherine Laboure Coll	010494	Cen Pa Business School
009232	Catholic Theol Union - Chcgo	002915	Cen Piedmont Cmty Coll
001437	Catholic U Of America	003026	Central State University
003936	Catholic U Puerto Rico	003152	Central State University
002063	Catonsville Cmty College	004003	Central Texas College
002861	Cayuga Co Cmty College	001850	Central U Of Iowa
002685	Cazenovia College	004988	Central Va Cmty College
029353	Cbn University	003771	Central Wash University
008308	Cecil Community College	003422	Central Wesleyan College
010264	Cecils Junior College	007289	Central Wyoming College
003243	Cedar Crest College	004776	Cen Yesh Tom Tmimim Lubvz
029065	Cedar Valley College	002599	Centenary College
003025	Cedarville College	002003	Centenary C Of Louisiana
029257	Ctr Adv Stdies Carribean	003772	Centralia College
006771	Ctr Crtv Stdies-C Art Dsg	001961	Centre College
004049	Cnter For Degree Studies	001161	Cerritos College
001160	Center For Early Ed	010111	Cerro Coso Cmty College
029319	Center Humanistic Stdies	001162	Chabot College
007283	Central Arizona College	002539	Chadron State College
001092	Central Arkansas, U Of	001163	Chaffey Community Coll
001093	Central Baptist College	002138	Chamberlayne Jr College

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001605	Chaminade U Of Honolulu	003125	Cincinnati Main Cam, U Of
003684	Champlain College	010805	Cinn Clermnt Gen-Tech, U
001164	Chapman College	004868	Cinn Raymnd Wlters C, U
002064	Charles Co Cmty College	003030	Circleville Bible College
002261	Chas S Mott Cmty College	003553	Cisco Junior College
003428	Charleston, College Of	003423	Citadel Military C Of Sc
003818	Charleston, Univ Of	001166	Citrus College
029171	Charter Oak College	008727	Cty Colleges Chgo All Cam
010880	Chatfield College	001647	Cty Colleges Chgo Cen Off
003244	Chatham College	029050	City C Chgo City-Wide C
012182	Chattahoochee Valley Cc	001649	City C Chicago Daley C
003998	Chattanooga St Tech Cc	001654	City C Chgo Kennedy-King
005736	Chauncey Sparks St Tech	001652	City C Chicago Loop C
003218	Chemeketa Cmty College	001650	City C Chgo Malcolm X C
004650	Chesapeake College	009767	City C Chgo Olive-Harvey
007602	Chesterfld-Marlboro Tech	001648	City C Chgo Truman C
003245	Chestnut Hill College	001655	City C Chicago Wright C
003317	Cheyney U Pennsylvania	013022	City University
001657	Chgo C Osteopathic Med	008776	City U Of Ny Sys All Inst
029230	Chicago Sch Prof Psyc	002686	City U Of Ny System Off
001694	Chicago State University	004766	CUNY Bernard Baruch C
001661	Chicago Theological Sem	002691	CUNY Boro Of Manhattan Cc
001774	Chicago, University Of	002692	CUNY Bronx Cmty College
001472	Chipola Junior College	002687	CUNY Brooklyn College
002916	Chowan College	029040	CUNY C Of Staten Island
029059	Christ College Irvine	002688	CUNY City College
012854	Christ The King Seminary	004063	CUNY Grad Sch & U Center
012459	Christ Seminary-Seminex	007022	CUNY Herbert H Lehman C
029261	Christendon College	008611	CUNY Hostos Cmty College
003482	Christian Bros College	002689	CUNY Hunter College
012031	Christian Heritage C	002693	CUNY John Jay C Crim Just
001789	Christian Theological Sem	002694	CUNY Kingsborough Cc
029306	Chrstn Univ Col Americas	010051	CUNY La Guardia Cc
003706	Christopher Newport C	010097	CUNY Medcar Evers College
001165	Church Div Sch Of Pacific	002696	CUNY New York City Tech C
029311	Church Of God Sch Theo	002690	CUNY Queens College
003029	Cincinnati Bible Seminary	002697	CUNY Queensborough Cc
029277	Cincinnati C Mortuary Sci	004759	CUNY York College
010345	Cincinnati Tech College	004878	Clackamas Cmty College
008805	Cincinnati All Cam, U Of	003424	Clafin College
008039	U Of Cincinnati Cen Off	001169	Claremont Graduate Sch

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001170	Claremont McKenna College	001854	Coe College
008706	Claremont U Ctr Sys All I	001910	Coffeyvl Cmty College
001168	Claremont U Ctr Sys Off	001177	Cogswell College
003554	Clarendon College	029392	Cogswell College North
009234	Clarion U of PA All Cam	003427	Coker College
009235	Clarion U of PA Main Cam	002039	Colby College
003319	Clarion U-PA Venango Cam	001911	Colby Community College
001559	Clark College	002572	Colby-Sawyer College
003773	Clark College	029278	Colegio Univ Metropolitan
029124	Clark College	009273	Coleman College
010362	Clark Co Cmty College	009766	Colg Roch-Bexley-Crozer
004852	Clark Technical College	002701	Colgate University
002139	Clark University	009769	College For Human Service
001852	Clarke College	029368	College Of Oceaneering
002400	Clarke College	029133	College Osteo Med Pacific
002699	Clarkson University	001347	Colorado College
003189	Clatsop Comm College	029308	Colorado Institute Of Art
008976	Clayton Junior College	009007	Colorado Mountain College
029302	Clayton University	001359	Colorado Northwestern Cc
001473	Clearwater Christian C	001348	Colorado School Of Mines
002246	Cleary College	001350	Colorado State University
003425	Clemson University	010148	Colorado Technical Col
029127	Cleveland Chiropractic C	007996	Univ Of Colo Sys Office
029183	Cleveland Chiropractic C	008717	U Colorado Sys All Instn
012838	Cleveland C Jewish Stdies	001370	Colorado At Boulder, U Of
003982	Cleveland Inst Of Art	004509	Colo-Colo Springs, U Of
029264	Cleveland Inst Of Elecs	006740	Colo At Denver, U Of
003031	Cleveland Inst Of Music	004508	Colo Hlth Sci Center, U Of
003999	Cleveland St Cmty College	003774	Columbia Basin Col
003032	Cleveland St University	003429	Columbia Bible College
008082	Cleveland Tech College	003190	Columbia Christian C
006787	Clinton Community College	001665	Columbia College
004923	Clinton Junior College	002456	Columbia College
001909	Cloud Co Cmty College	003430	Columbia College
002401	Coahoma Junior College	007707	Columbia C-Columbia
008711	Coast Cc Sys All Inst	029221	Columbia C-Hollywood
008220	Coast Cc System Office	004922	Columbia Jc Bus
008084	Coastal Carolina Cc	003483	Columbia St Cmty College
029027	Coastline Cmty College	001560	Columbia Theological Sem
001072	Cochise College	008778	Columbia U All Campuses
029263	Cochran Sch Of Nursing	007963	Columbia U Central Off

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002707	Columbia U Main Division	012478	Cooper Institute
003979	Columbia U Teachers College	002710	Cooper Union
002067	Columbia Union College	002402	Copiah-Lincoln Jr College
006789	Columbia-Green CC	002068	Coppin State College
001561	Columbus College	011950	Corcoran School Of Art
003039	Columbus C Art and Dsn	001856	Cornell College
006867	Columbus Technical Inst	008779	Cornell U All Campuses
003248	Combs College of Music	007964	Cornell U Central Office
029101	Cc Allegheny Co Cntr-Nor	002711	Cornell U Endowed Cols
029367	Comm College of Aurora	004762	Cornell U Medical Center
006622	Comm Hosp of Roanoke Vly	011693	Cornell Univ Statutory C
001188	Compton Cmty College	002863	Corning Community College
002467	Conception Sem College	012315	Cornish Institute
003810	Concord College	011161	Corpus Christi State U
002709	Concordia College	007536	Cosumnes River College
001666	Concordia College	002458	Cottey College
002247	Concordia College	007729	County College Of Morris
003191	Concordia College	003484	Covenant College
010554	Concordia College	004707	Covenant Theological Sem
002346	Concordia C at Moorhead	001902	Cowley Co Cmty College
002347	Concordia C-Saint Paul	009272	Crafton Hills College
003842	Concordia C Wisconsin	002248	Cranbrook Academy Of Art
003557	Concordia Lutheran College	010196	Crandall Junior College
002457	Concordia Seminary	008086	Craven Community College
002541	Concordia Teachers College	002542	Creighton University
001667	Concordia Theol Seminary	029351	Criswell Ctr Bib Studies
029250	Condle-C Bus and Tech	002349	Crosier Seminary
001379	Connecticut College	002459	Crowder College
029013	Connecticut, Univ of	001095	Crowley's Ridge College
008718	Conn-All Campuses, U of	001192	Cuesta College
007997	Univ Of Conn Central Off	007304	Culinary Inst Of America
009030	Conn Health Center, U of	002460	Culver-Stockton College
003153	Connors State College	001962	Cumberland College
010819	Conservatory of Music PR	003485	Cumberland College Tenn
029312	Consortium CA State Univ	002601	Cumberland County College
008707	Cntr Csta Cc Sys All Inst	002143	Curry College
001189	Contra Costa CC Sys Off	003251	Curtis Institute of Music
001190	Contra Costa College	008797	Cuyahoga CC District
003431	Converse College	029246	Cuyamaca College
029285	Conway Sch Landscape Des	001193	Cypress College
003558	Cooke County College	010229	D-Q University

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002712	D-youville College	007053	Del Tech & Cc Sthn Cam
004996	Dabney S Lancaster Cc	011387	Del Tech Cc Stan-Wilmgtm
002808	Daemen College	011727	Del Tech & Cc Terry Cam
010402	Dakota Co Area Voc-Tech	003252	Delaware Vly C Sci & Agr
003463	Dakota State College	001431	Delaware, University Of
003461	Dakota Wesleyan Univ	004626	Delgado Cmty College
003560	Dallas Baptist College	001670	Delourdes College
006941	Dallas Christian College	002251	Delta College
003561	Dallas Co CC Dist Sys Off	002403	Delta State University
003562	Dallas Theol Seminary	003042	Denison University
003651	Dallas, University of	005363	Denmark Technical College
003956	Dalton Junior College	009542	Denver, Cmty College Of
002543	Dana College	009758	Denver All Cam,Cc Of
004731	Daniel Webster College	009757	Denver Cen Admin, Cc Of
001669	Danville Area Cmty College	001352	Denver Cons Bapt Sem
003758	Danville Cmty College	029296	Denver Technical Col
029247	Darkei No'am Rabbinical Coll	001371	Denver, University Of
002573	Dartmouth College	001671	Depaul University
002249	Davenport College	001792	Depauw University
003486	David Lipscomb College	029345	Derech Ayson Rab Sem
002919	Davidson Co Cmty College	008735	Des Moines Area Cc
002918	Davidson College	001182	Desert,College Of The
003811	Davis And Elkins College	002253	Detroit College Of Bus
004855	Davis Junior College	002254	Detroit College Of Law
002529	Dawson Community Coll	002323	Detroit, University Of
003127	Dayton, University O	002455	Devry Inst Of Techn
001475	Daytona Bch Cmty Coll	001672	Devry Inst Of Technology
004480	De Anza College	003099	Devry Inst Of Technology
012029	De Sales Hall Sch Of Theo	008322	Devry Inst Of Technology
009186	Dean Inst Technology	010139	Devry Inst Of Technology
002144	Dean Junior College	029389	Devry Inst Of Technology
001194	Deep Springs College	009224	Devry Inst Technology
029294	Defense Intelligence Co	001191	Diablo Valley College
003041	The Defiance College	003253	Dickinson College
001562	Dekalb Community Coll	003254	Dickinson School Of Law
003563	Del Mar College	002989	Dickinson State College
007110	Delaware Co Cmty Coll	002004	Dillard University
012962	Del Law Sch Widener	029100	Dist Of Columbia, Univ Of
001428	Delaware State College	005304	District One Tech Inst
009050	Del Tech & Cc All Cam	001858	Divine Word College
008074	Del Tech & Cc Cen Office	003671	Dixie College

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009331	Dls Co Cc Dist Sys All In	001222	East Los Angeles College
002544	Doane College	002405	East Miss Junior College
002361	Dr Martin Luther College	003320	East Stroudsbu Univ Of Pa
001690	Dr Wm Scholl C Podiatric	003487	East Tenn St University
001913	Dodge Cty Cmty College	003564	East Texas Bapt College
002713	Dominican C Of Blauvelt	029269	East Texas St U Texarkana
001196	Dominican C Of San Rafael	029289	East-West University
012803	Dominican House Studies	001073	Eastern Arizona College
001296	Dominican Sch Phil & Theo	003260	Eastern Baptist Theol Sem
002602	Don Bosco College	029192	Eastern Christian Coll
009158	Don Bosco Technical Inst	003259	Eastern College
001914	Donnelly College	001425	Eastern Conn St Univ
001859	Dordt College	001674	Eastern Ill University
005698	Douglas Macarthur St Te C	008737	Estn Iowa Cc Dist
002667	Dowling College	001963	Eastern Ky University
001860	Drake University	005277	Eastern Me Voc-Tech Inst
013039	Draughons JC	003708	Estn Mennonite C
004932	Draughons JC	002259	Eastern Mich University
005202	Draughon's Jr Col Of Bus	002530	Eastern Montana College
004933	Draughons Jc-Knox	002145	Eastern Nazarene Coll
002603	Drew University	008772	Eastern NM U All Cmpuses
003256	Drexel University	008239	Eastern NM U Central Off
003257	Dropsie College	002651	Eastern NM U Main Campus
002461	Drury College	002661	Eastern NM U Roswell
001891	Dubuque, University of	003155	Eastern Okla St College
002920	Duke University	003193	Eastern Oregon St Coll
029193	Dull Knife Memorial Coll	003748	Estn Shore Cmty College
009935	Dundalk Cmty College	003565	East Texas St University
006656	DuPage, College of	003676	Eastern Utah, Col Of
003258	Duquesne University	010338	Eastern Va Medl School
005448	Durham Technical Institute	003775	Eastern Wash University
002864	Dutchess Cmty College	003929	Eastern Wyoming College
006835	Dyersburg St Cmty Coll	008510	Eastfield College
003043	Dyke College	001487	Eckerd College
001793	Earlham College	002462	Eden Theological Seminary
012260	East Ark Cmty College	010670	Eden-Webster Jt Libraries
002923	East Carolina University	008855	Edgecombe Tech College
008862	East Central College	003848	Edgewood College
002404	East Central Jr College	003321	Edinboro Univ Of Pa
003154	East Central Okla State U	001477	Edison Community College
029325	East Coast Bible College	012270	Edison State Cmty College

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005001	Edmonds Community College	007107	Essex County College
004935	Edmondson Jr College	029251	Eugene Bible College
001478	Edward Waters College	001678	Eureka College
001197	El Camino College	002463	Evangel College
004453	El Centro College	029237	Evangelical School Theol
010387	El Paso Cmty College	001795	Evansville ,University Of
003156	El Reno Junior College	003776	Everett Cmty College
029044	Elec Data Proc C Pr, Inc	008155	Evergreen State College
029197	Elec Inst-Harrisburg	012452	Evergreen Valley Coll
004886	Elec Inst-Pittsburgh	001385	Fairfield University
008253	Elec Tech Inst	008770	Fairleigh Dcksn U All Cam
009343	Electronic Techn Inst	008222	Fairleigh Dcksn U Cen Off
001675	Elgin Community College	002605	Farlgh Dcksn U Edw Wms C
002926	Elizabeth City State U	004738	Frlgh Dcksn Flor-Mad Cam
002717	Elizabeth Seton College	002604	Farlgh Dcksn U Ruthered
003262	Elizabethtown College	002607	Farlgh Dcksn U Teaneck
001862	Ellsworth Cmty College	003812	Fairmont State College
001676	Elmhurst College	007121	Faith Bapt Bible College
002718	Elmira College	003264	Faith Theological Sem
002927	Elon College	029331	Fashion & Art Inst Dallas
010997	Emanuel Co Junior College	011112	Fash Inst Design & Merch
001479	Embry-Riddle Aeron U	002866	Fashion Inst Technology
002146	Emerson College	007640	Fayetteville Tech Inst
001563	Emmanuel College	002928	Fayettevl St University
002147	Emmanuel College	008597	Feather River College
029132	Emmanuel Sch Ministries	001680	Felican College
012547	Emmanuel Sch Of Religion	002610	Felican College
003709	Emory And Henry College	002352	Fergus Falls Cmty College
001564	Emory University	002660	Ferris State College
001927	Emporia State University	003711	Ferrum College
002148	Endicott College	029092	Fielding Institute
001015	Enterprise St Jr College	003045	Findlay College
002149	Episcopal Divinity School	007532	Finger Lakes Comm College
003566	Epis Theol Sem Southwest	002150	Fisher Junior College
029341	Erie Business Ctr	003490	Fisk University
029248	Erie Cc All Campus	002184	Fitchburg State College
010684	Erie Cc City Campus	012633	Five Towns College
002865	Erie Cc North Campus	007893	Flagler College
012427	Erie Cc South Campus	029155	Flaming Rainbow Univ
003432	Erskine C And Seminary	006777	Flathead Vly Cmty Coll
002070	Essex Community College	003990	Florence Darlington Tech

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001480	Florida Agri & Mech Univ	002071	Frederick Cmty College
001481	Florida Atlantic University	003491	Free Will Baptist Bible C
029388	Florida Bible College	003492	Freed-Hardeman College
029317	Florida Career College	003462	Freeman Junior College
001482	Florida College	001307	Fresno City College
001469	Florida Inst Technology	001253	Fresno Pacific College
009635	Florida International U	001917	Friends Bible College
001484	Florida Jr College - Jacksonville	001918	Friends University
001485	Florida Keys Cmty College	008125	Friends World College
001486	Florida Memorial College	007933	Front Range Cc
001488	Florida Southern College	002072	Frostburg State College
001489	Florida State University	009020	Fthl-Deanza Cc Dst Sys Of
008721	St U Sys Of Fla All Inst	009049	Fthl-Dnza Cc Dst S All In
008068	St U Sys Of Fla Sys Off	001200	Fuller Theological Sem
001535	Florida, University Of	001201	Fullerton College
009507	Floyd Junior College	002867	Fulton-Montgomery Cc
002464	Fontbonne College	029078	Fundacion Ed Sys Office
001199	Foothill College	029077	Fundacion Educativa All
002722	Fordham University	003434	Furman University
029239	Forest Inst Prof Psych	001017	Gadsden State Jr College
003967	Forsyth Sch Dentl Hygnsts	001567	Gainesville Jr College
005317	Forsyth Technical Inst	001443	Gallaudet College
012718	Fort Bethold Cc	006662	Galveston College
001915	Fort Hays St University	010878	Ganado, College Of
008146	Fort Lauderdale College	003266	Gannon University
001353	Fort Lewis College	001919	Garden City Cmty College
001916	Ft Scott Cmty College	002929	Gardner-Webb College
005000	Fort Steilacoom Cc	012105	Garland Co Cmty College
001566	Fort Valley State College	010014	Garrett Community Coll
001797	Fort Wayne Bible College	012303	Garrett-Evangelcl Theol
009744	Fox Valley Tech Inst	002973	Gaston College
002185	Framingham State College	010883	Gateway Tech Inst
009226	Francis Marion College	001202	Gavilan College
011792	Franciscan Sch Theology	012056	Gem City College
003568	Frank Phillips College	002726	The Gen Theological Sem
003265	Franklin And Marshall C	002262	GMI Engr Mgmt Inst
001798	Franklin College Indiana	006782	Genesee Community Coll
002151	Franklin Inst Of Boston	003267	Geneva College
002575	Franklin Pierce College	001018	G C Wallace St Cc-Dothn
029109	Franklin Pierce Law Ctr	007871	G C Wallace St Cc-Hance
003046	Franklin University	009980	G C Wallace St Cc-Selma

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003194	George Fox College	029227	Grace Schools Inc
003749	George Mason University	001866	Graceland College
001444	George Wash University	001207	Graduate Theol Union
001683	George Williams College	010672	Grad Theol Un Jt Library
001964	Georgetown College	029305	Graham Bible C
001445	Georgetown University	002006	Grambling State Univ
001602	Georgia College	001074	Grand Canyon College
001569	Ga Inst Of Techn Main Cam	002266	Grand Rapids Bapt C & Sem
001571	Georgia Military College	002267	Grand Rapids Jr College
001572	Georgia Southern Coll	002268	Grand Valley St Colleges
001573	Ga Southwestern College	001867	Grand View College
001574	Georgia State University	013252	Grantham C Of Engr
001598	Georgia, University Of	004058	Gratz College
002608	Georgian Court College	003779	Grays Harbor College
008660	Germanna Cmty College	003570	Grayson Co College
003268	Gettysburg College	002527	Great Falls College Of
002609	Glassboro State College	002269	Great Lakes Bible College
002263	Glen Oaks Cmty College	007635	Greater Hartford Cc
001076	Glendale Comm College	029170	Greater New Haven Tech C
001203	Glendale Comm College	003687	Green Mountain College
003813	Glenville State College	003780	Green River Cmty College
006901	Gloucester County Coll	002169	Greenfield Cmty College
029352	God's Bible Sch and Coll	002930	Greensboro College
003686	Goddard College	001684	Greenville College
002264	Gogebic Community College	003991	Greenville Tech College
001204	Golden Gate Bapt Sminary	010934	Griffin College
001205	Golden Gate University	001868	Grinnell College
007123	Golden Vly Luth College	001208	Grossmont College
001206	Golden West College	003269	Grove City College
001429	Goldey Beacom College	029145	Gruss Girls Seminary
003778	Gonzaga University	029271	Guam Community College
002153	Gordon College	003935	Guam, Univ Of
009747	Grdon-Conwell Theol Sem	002931	Guilford College
001575	Gordon Junior College	004838	Guilford Technical Cc
009749	Goshen Biblical Seminary	001490	Gulf Coast Cmty College
001799	Goshen College	010771	Gupton Jones C Funrl Serv
002073	Goucher College	002353	Gustavus Adolphus College
009145	Governors St University	003270	Gwynedd-Mercy College
002265	Grace Bible College	004791	Hadar Hatorah Rab Sem
002547	Grace C Of The Bible	007946	Hagerstown Bus C
001800	Grace College	002074	Hagerstown Junior College

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003271	Hahnemann Univ	001610	Hawaii At Manoa Univ Of
007986	Halifax Cmty College	029102	Hawaii West Oahu C, U Of
002728	Hamilton College	004595	Hawkeye Inst Technology
029188	Hamilton Technical Col	002578	Hawthorne College
002354	Hamline University	008083	Haywood Technical Coll
003713	Hampden-Sydney College	009405	Heald College-Fresno
004661	Hampshire College	029293	Heald College-Martinez
003714	Hampton Institute	007477	Heald C - Sacramento
009089	Hannibal-Lagrange College	007234	Heald C-San Francisco
001801	Hanover College	029337	Heald College-San Jose
003272	Harcum Junior College	029343	Heald Coll-Santa Clara
004839	Hardbarger JC Business	029363	Heald C-Santa Rosa
003571	Hardin-Simmons University	029333	Heald C-Walnut Creek
004081	Harding Grad Sch Religion	001210	Heald Inst Tech-Sn Frisco
001097	Harding U All Cam	002157	Hebrew College
008007	Harding U Cen Off	001685	Hebrew Theol College
010311	Harding U Main Cam	008798	Hebrew Union C All Cam
002075	Harford Comm College	004055	Hebrew Union C Cal Brnch
002804	The Harford Grad Ctr	008033	Hebrew Union C Cen Office
029061	Harold R. Yeary JT Lib	003047	Hebrew Union C-Jew In Rel
029153	Harrington Inst Int Des	004054	Hebrew Union C Ny Branch
002466	Harris-Stowe State C	003048	Heidelberg College
003273	Harrisburg Area CC	002154	Hellenic C-Holy Cross Sch
005705	Harry M Ayers St Tech Coll	003572	Henderson Co Jr College
001386	Hartford Coll for Women	001098	Henderson St University
001387	Hartford Seminary	001099	Hendrix College
001388	Hartford St Tech College	002270	Henry Ford Cmty College
001422	Hartford, University of	004364	Heritage College
001209	Hartnell College	004788	Herkimer Co Cmty College
002729	Hartwick College	004729	Hesser College
002155	Harvard University	001920	Hesston College
029339	Harvard-Radcliffe Comb	002933	High Point College
001171	Harvey Mudd College	001681	Highland Cmty College
010438	Haskell Indian Jr College	001921	Highland Cmty College
002548	Hastings College	002271	Highland Pk Cmty College
003274	Haverford College	003781	Highline Cmty College
004548	Hawaii Loa College	002735	Hilbert College
007279	Hawaii Pacific College	002944	Hill College
007885	U Of Hawaii Sys Off	003573	Hill Junior College
008725	U Of Hawaii Sys All Inst	007870	Hillsborough Cmty College
029020	Hawaii At Hilo, Univ Of	002272	Hillsdale College

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010266	Hillsdl Free Will Bapt C	002868	Hudson Vly Cmty College
002407	Hinds Junior College	029315	Huertas Jr College
003049	Hiram College	001149	Humboldt State U
003494	Hiwassee College	001212	Humphreys College
001659	Hlth Sci-Chgo Medl Sch,U	001019	Huntingdon College
002731	Hobart-Wm Smith Colleges	001803	Huntington College
029295	Hobe Sound Bible College	009047	Huntington Junior Coll
005701	Hobson State Tech C	003464	Huron College
007598	Hocking Technical College	007469	Hussian Sch Art
002732	Hofstra University	002043	Husson College
003715	Hollins College	003577	Huston-Tillotson College
002408	Holmes Junior College	001923	Hutchinsn Cmty College
001389	Holy Apostles College	001617	Idaho, College Of
007263	Holy Cross Junior College	001620	Idaho State University
002141	Holy Cross,College Of The	001626	Idaho, University Of
003275	Holy Family College	001354	Iiff School Of Theology
012313	Holy Family College	008729	Illinois All Cam, U Of
001183	Holy Names College	001776	Ill At Chicago, U Of
007732	Holy Redeemer College	001767	Ill Benedictine College
002733	Holy Trinity Orthodox Sem	006753	Illinois Central College
002170	Holyoke Community College	001688	Illinois College
006729	Honnold Joint Library	001689	Ill College Of Optometry
001612	Honolulu Community Col	009136	Illinois Eastern Com Col
002076	Hood College	009135	Illinois Estn Cc Sys Off
002273	Hope College	029085	Ill Estn Cc Frontier Cc
004925	Horry-Georgetown Tech C	009786	Il Estn Cc Lincoln Trail
002734	Houghton College	001742	Ill Estn Cc Olney Cen C
004513	Housatonic Cmty Col	001779	Ill Estn Cc Wabash Vly C
003576	Houston Bapt University	001691	Illinois Inst Technology
010633	Houston Community College	029298	Illinois Sch Prof Psyc
011720	U Houston Sys Adm All Cm	001692	Illinois State University
011721	Univ Of Houston Sys Adm	029190	Illinois Technical C
011711	Houston Clear Lake, U Of	008001	Univ Of Ill Central Off
012826	Houston Downtown, Univ Of	001775	Ill Urbana Campus, U Of
003652	Houston-Univ Park, U Of	001705	Illinois Vly Cmty College
013231	Houston Victoria, Univ Of	001696	Ill Wesleyan University
008175	Howard Community College	003276	Immaculata College
003574	Howard Co Jc Dist	002611	Immaculate Cnception Sem
003575	Howard Payne University	001214	Imperial Valley College
001448	Howard University	003578	Incarnate Word College
012954	Hudson Co Cc	001924	Independence Cmty College

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008736	Indian Hills Cmty College	005027	Inter Amer U Barnquits Br
001493	Indian River Cmty College	003940	Inter Amer U Metro Cam
011730	Indian Valley Colleges	005029	Inter Amer U Ponce Br
001804	Indiana Cen University	008839	Inter Amer U Pr All Cam
001805	Indiana Inst Technology	008242	Inter Amer U Pr Cen Off
001807	Indiana State U All Cam	010763	Inter Amer U Pr Fajardo
009562	Indiana State U Cen Off	010764	Inter Amer U Pr Guayama
009563	Indiana State University	008435	Interboro Institute
008731	Indiana U All Campuses	001568	Intrdenominatl Theol Ctr
008002	Indiana U Central Admin	029090	Intermountain Bible Col
001809	Indiana U Bloomington	013132	Intl Broadcasting School
001811	Indiana University East	004579	International Business C
001814	Indiana U At Kokomo	010385	International College
001815	Indiana U Northwest	008878	International Fine Arts C
001816	Indiana U At South Bend	005031	Intrnatl Inst Amer Wrld U
008810	Indiana U Of Pennsylvania	029364	Intl School Of Theology
001817	Indiana U Southeast	029280	Internail Bible College
009916	Ind Voc Tech C Cen Off	029270	Internail Grad School
009917	Ind Voc Tech C-CE In TE In	029396	Interstate Tech Inst
010038	Ind Voc Tech C-Colum TE In	009740	Inver Hills Cmty College
010041	Ind Voc Tech C-Koko TE In	002737	Iona College
010039	Ind Voc Tech C-Laf TE In	001865	Iowa Central Cc
009926	Ind Voc Tech C-NE TE In	001864	Iowa Lakes Cc
008423	Ind Voc Tech C-Nthcen TE In	001869	Iowa State U Sci & Techn
013145	Ind Voc Tech Col-Nthwst	001892	Iowa, University Of
010109	Ind Voc Tech C-Sthce TE In	001871	Iowa Wesleyan College
013144	Ind Voc Tech Col-Sthest	008739	Iowa Western Cmty Coll
009925	Ind Voc Tech C-SW TEC In	001069	Islands Cc
008547	Ind Voc Tech C-WB VY TE In	002934	Isothermal Cmty College
013140	Ind Voc Tech C-Whwtr TE In	002409	Itawamba Junior College
008915	Inst For Adv Stdies Hum	002739	Ithaca College
011011	Inst American Indian Arts	029378	ITS Career Inst Jksonvl
012107	Inst Of Design And Constr	029318	ITS Career Inst-Miami
011940	Inst Comercial De Pr Jc	008443	ITT Peterson Sch Of Bus
008425	Inst Elec Technology	029386	ITT Tech Institute
005010	Institute Paper Chemistry	009088	ITT Technical Institute
029125	Inst Tecnico Comercial Jc	029347	ITT Technical Institute
002702	Insurance,College Of	007326	ITT Tech Inst-Evansville
003938	Inter Amer San German Cam	008329	ITT Tech Inst-Ft. Wayne
003939	Inter Amer U Aguadilla Br	007329	ITT Tech Inst-Indiana
005026	Inter Amer U Arecibo Br	029387	ITT Tech Inst-La Mesa

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029385	ITT Tech Inst-West Cva	003404	Johnson & Wales College
005260	J F Drake St Tech	003688	Johnson State College
003759	J Sargeant Reynolds Cc	009336	Johnston Technical Col
002274	Jackson Community Coll	001699	Joliet Junior College
004937	Jackson St Comm Coll	002411	Jones Co Junior College
002410	Jackson State Univ	001497	Jones College Jacksonvl
003579	Jacksonville College	029091	Jordan College
001020	Jacksonville St Univ	002741	Judaism, University Of
001495	Jacksonville Univ	003195	Judson Baptist College
001060	James H. Faulkner St Jc	001023	Judson College
003721	James Madison University	001700	Judson College
007687	James Sprunt Tech Coll	002742	Juilliard School,The
002869	Jamestown Cmty College	003279	Juniata College
002990	Jamestown College	002275	Kalamazoo College
008495	Jamestown Business Coll	006949	Kalamazoo Valley Cc
003637	Jarvis Christian College	007690	Kankakee Cmty College
007102	Jefferson College	002473	Kansas City Art Institute
002870	Jefferson Cmty College	001925	Kansas City Kans Cmty C
001021	Jefferson Davis State Jc	029336	Kansas Cty C-Bib Sch
001022	Jefferson St Jr College	001939	Kansas Newman College
007275	Jefferson Technical C	001928	Kansas St U Agr & App Sci
002613	Jersey City State College	004611	Kansas Technical Inst
010333	Jesuit School Of Theol	029001	Kansas All Campuses,U
029181	Jesuit-Mccormick Jt Lib	029002	Kansas Central Off U Of
002740	Jewish Theol Sem America	001948	Kansas Main Campus U Of
008859	John A Gupton College	004605	Kansas Med Center U Of
008076	John A Logan College	001929	Kansas Wesleyan
029361	John Bastyr C Naturopath	001613	Kapiolani Cc
001100	John Brown University	01701	Kaskaskia College
001013	John C Calhoun St Cc	007398	Katharine Gibbs School
003050	John Carroll-University	007481	Katharine Gibbs School
004484	John F Kennedy University	011647	Katharine Gibbs School
005693	John M Patterson St Tech	001614	Kauai Cc
001698	John Marshall Law School	002622	Kean C Of New Jersey
004004	John Tyler Cmty College	002551	Kearney State College
029055	John Wesley College	010549	Kehilath Yakov Rab Sem
012813	John Wood Cmty College	029086	Keller Grad School Mgmt
002077	Johns Hopkins University	002276	Kellogg Community College
003495	Johnson Bible College	002475	Kemper Military Sch And C
002936	Johnson C Smith Univ	001066	Kenai Peninsula Cc
008244	Johnsn Co Cmty College	001703	Kendall College

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007618	Kendall Sch Of Design	011045	Kuskokwim Cc
009826	Kennebec Vly Voc-Tech	003322	Kutztown Univ Of Pa
001577	Kennesaw College	012630	L.I.F.E. Bible College
002476	Kenrick Seminary	001578	La Grange College
008799	Kent State U All Campuses	003987	La Roche College
008034	Kent State U Cen Office	003287	La Salle University
003051	Kent State U Main Campus	001216	La Verne, Univ Of
003052	Kent St Ashtabula Reg Cm	007466	Lab Inst Of Merchandising
003056	Kent St E Liverpl Reg Cam	001930	Labette Cmty College
003061	Kent St U Salem Reg Cam	003283	Lackawanna Junior Coll
003054	Kent St Stark Co Reg Cam	003284	Lafayette College
003064	Kent St Trumbull Reg Cam	001501	Lake City Cmty College
003062	Kent St Tuscaraws Reg Cm	007694	Lake County, College Of
001965	Ky Christian College	003066	Lake Erie College
010489	Kentucky C Of Business	001706	Lake Forest College
001968	Kentucky State University	029244	Lake Forest College
006724	U Of Ky Cmty Col Sys	007644	Lake Land College
001989	Kentucky,University Of	002277	Lake Michigan College
008744	U Kentucky Sys All Inst	002991	Lake Region Cmty College
008011	Kentucky System Office, U	002293	Lake Superior St College
001969	Kentucky Wesleyan Coll	012907	Lake Tahoe Cmty College
003065	Kenyon College	001502	Lake Sumter Cmty College
001067	Ketchikan Cc	003854	Lakeland College
007035	Kettering C Medical Arts	004534	Lakeland College Of Bus
002744	Keuka College	006804	Lakeland Cmty College
003280	Keystone Junior College	005297	Lakeshore Technical Inst
003580	Kilgore College	006774	Lakewood Cmty College
029240	Kilian Community College	001355	Lamar Community College
003496	King College	003581	Lamar University
002745	King's College	003498	Lambuth College
003282	King's College	003285	Lancaster Bible College
001308	Kings River Cmty College	003286	Lancaster Theological Sem
002477	Kirksvl Coll Osteo Med	003435	Lander College
004076	Kirkwood Cmty College	003499	Lane College
007171	Kirtland Cmty College	003196	Lane Community College
007684	Kishwaukee College	001266	Laney College
001704	Knox College	003157	Langston University
004938	Knoxville Business C	002278	Lansing Community College
003497	Knoxville College	009259	Laramie Co Cmty College
008315	Kodiak Cmty College	003582	Laredo Junior College
029379	Kol Yaakov Torah Cente	009651	Laredo State University

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002158	Lasell Junior College	001972	Lindsey Wilson College
001217	Lassen College	003198	Linfield College
003672	Latter-Day Saints Bus C	006938	Linn-Benton Cmty College
002279	Lawrence Inst Technology	029236	Little Big Horn College
003856	Lawrence University	029356	Little Hoop Cmty Col
001059	Lawson State Cmty College	001024	Livingston University
002748	Le Moyne College	002942	Livingstone College
003501	Le Moyne-Owen College	003323	Lock Haven Univ Of Pa
003288	Lebanon Valley College	004580	Lockyear College
003500	Lee College	004703	Logan C Of Chiropractic
003583	Lee College	001218	Loma Linda University
001970	Lees Junior College	001025	Lomax-Hannon Jc
002939	Lees-Mcrae College	003585	Lon Morris College
004549	Leeward Cc	001219	Long Beach City College
006810	Lehigh Co Cmty College	029118	Long Isl C Hosp Sch Nurs
003289	Lehigh University	011993	Long Is Sem Jewish Stdiess
002940	Lenoir Cmty College	008780	Long Is U All Campuses
002941	Lenoir-Rhyne College	002751	Long Is U Central Office
002160	Lesley College	004779	Long Is U Brooklyn Cmpus
003584	Letourneau College	002754	Long Is U C W Post Center
010020	Lewis And Clark Cc	002755	Long Is U Sthampton Ctr
003197	Lewis And Clark College	009140	Longview Cmty College
003968	Lewis C Business	003719	Longwood College
001707	Lewis University	003068	Lorain Co Cmty College
001621	Lewis-Clark St College	001873	Loras College
001971	Lexington Theol Seminary	008659	Lord Fairfax Cmty Col
010392	Liberty University	001356	Loretto Heights College
029107	Life Chiropractic College	001220	Los Angeles Bapt College
029323	Life Chiro Col-West	001223	Los Angeles City College
010027	Lima Technical College	001229	Los Ang C Of Chiropractic
003436	Limestone College	001221	Los Ang Cc Dist Off
001708	Lincoln Christian College	008709	Los Ang Cc Sys All Inst
001709	Lincoln College	001224	Los Ang Harbor College
007170	Lincoln Land Comm Coll	029284	Los Angeles Metro C
003502	Lincoln Mem Univ	012550	Los Angeles Mission C
010318	Lincoln Tech Inst	001226	Los Ang Pierce College
029200	Lincoln Technical Inst	007047	Los Ang Southwest Coll
002479	Lincoln University	001227	Los Ang Tr Tech College
003290	Lincoln University	001228	Los Ang Valley College
006975	Lincoln University	010340	Los Medanos College
002480	Lindenwood College	001231	Los Rios Cc Dist Off

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008710	Los Rios Cc Sys All Inst	007728	Macon Junior College
002943	Louisburg College	004007	Madison Area Tech College
002007	Louisiana College	003859	Madison Business College
008745	La St U Sys All Inst	002282	Madonna College
002009	Louisiana St U Sys Office	029299	Magdalen College
002011	La State U Alexandria	011113	Maharishi Intrnatl Univ
002010	La State U And A&M C	002044	Maine Maritime Academy
002012	La State U Eunice	008746	Maine All Campuses, U Of
002014	La St U Medical Center	008012	Maine Cen Office, U Of
002013	La State U Shreveport	006760	Maine At Augusta U Of
002008	Louisiana Tech University	002040	Maine At Farmington U Of
001974	Louisvl Presb Theol Sem	002041	Maine At Fort Kent U Of
012088	Louisville Tech Institute	002055	Maine At Machias U Of
001999	Louisville, University Of	002053	Maine At Orono, U Of
003069	Lourdes College	002033	Me At Presque Isle, U Of
002161	Lowell, University Of	007096	Mainland, College Of The
003782	Lower Columbia College	001718	Mallinckrodt College
002078	Loyola College	003072	Malone College
011649	Loyola Marymount Univ	001504	Manatee Junior College
001710	Loyola Univ Of Chicago	001820	Manchester College
002016	Loyola U In New Orleans	001392	Manchester Cmty College
009638	Loyola-Notre Dame Jt Lib	001931	Manhattan Chrstn Coll
003586	Lubbock Christian College	002758	Manhattan College
008988	Lurleen B Wallace St Jc	002759	Manhattan Sch Of Music
001874	Luther College	002760	Manhattanville College
029338	Luther Nthwstntheol Sem	002360	Mankato State University
029019	Luthrn Bible Inst Seattle	002762	Mannes College Of Music
001712	Luth Sch Theology Chicago	003294	Manor Junior College
003291	Luth Theol Sem	003324	Mansfield Univ Of Pa
003292	Lutheran Theol Sem Phila	009139	Maple Woods Cmty Coll
003437	Lutheran Theol Sthn Sem	029400	Maranatha Bap Bible Co
006811	Luzerne Co Cmty College	002763	Maria College Of Albany
003293	Lycoming College	002764	Maria Regina College
003720	Lynchburg College	001821	Marian College
003689	Lyndon State College	003861	Marian C Of Fond Du Lac
007827	Lyons Technical Inst	006873	Marian Court Jr C Bus
002358	Macalester College	001075	Maricopa Co Cc Sys Office
001716	Maccormac College	008699	Mricpa Co Cc Sys All Inst
013026	Machzikei Hadath Rab C	008303	Maricopa Tech Cc
001717	Macmurray College	003073	Marietta College
008319	Macomb Cmty College	001178	Marin, College Of

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001822	Marion College	002178	Mass Inst Of Technology
001026	Marion Military Institute	002181	Mass Maritime Academy
010736	Marion Technical College	029272	Mass Sch Of Prof Psyc
002765	Marist College	029282	Ma Board Regents All Inst
003690	Marlboro College	029283	Ma Board Regents Sys Off
003863	Marquette University	008755	Mass All Campuses,U Of
003815	Marshall University	008017	Mass Cen Off,Univ Of
001875	Marshalltnw Cmty Coll	002221	Mass At Amherst Ma,U Of
029175	Martin Center College	002222	Mass At Boston Ma,U Of
003504	Martin College	009756	Mass Med Sch Worstr, U Of
007988	Martin Community Coll	002177	Massasoit Cmty College
002992	Mary College	001068	Matanuska-Susitna Cc
003723	Mary Baldwin College	002771	Mater Dei College
003588	Mary Hardin-Baylor, U Of	006982	Mattatuck Cmty College
002412	Mary Holmes College	001615	Maui Community College
003295	Mary Immaculate Seminary	011197	Mayland Technical College
003746	Mary Washington College	010337	Mayo Graduate School Med
001876	Marycrest College	011732	Mayo Medical School
002284	Marygrove College	002993	Mayville State College
002767	Maryknoll Sch Of Theol	011587	McCarrie Scs Of Hlth Sci
029116	Maryland C Art And Desn	001721	McCormick Theological Sem
002080	Md Inst College Of Art	008085	McDowell Technical Col
007959	Univ Of Maryland Sys Off	007691	McHenry County College
008751	U Maryland Sys All Inst	004730	McIntosh College
002104	Md Balt Prof Schools,U Of	001722	McKendree College
002105	Md Baltimore Co Cam,U Of	004002	McKenzie College
002103	Md College Park Cam,U Of	003590	McLennan Cmty College
011644	Maryland Univ C, Univ Of	003591	McMurry College
002106	Md-Eastern Shore,U Of	002017	McNeese State University
003199	Marylhurst C Learning	001933	McPherson Collece
002768	Marymount College	029286	Meadows Jr College
001932	Marymount College Kansas	001723	Meadvl-Lombard Theol Sch
003724	Marymount College Of Va	002777	Medaille College
002769	Marymount Manhattan C	008568	Median Sch Allied Health
010474	Marymount Palos Verdes C	001579	Medical College Of Ga
002482	Maryville College	007737	Medl College Ohio-Toledo
003505	Maryville College	003398	Medl College Of Pa,The
003296	Marywood College	008296	Medical College Of Wis
002171	Mass Bay Cmty College	007619	Med Inst Minnesota
002180	Mass College Of Art	003438	Medical University Of SC
002165	Mass C Phar-Hlth Sci	003506	Meharry Medical College

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003507	Memphis Academy Of Arts	003079	Miami U Hamilton Campus
003509	Memphis State University	003080	Miami U Middletown Cmpus
010529	Memphis Theological Sem	007104	Miami Univ Oxford Cam
011672	Mendocino College	001536	Miami, University Of
001236	Menlo College	001506	Miami-Dade Cmty College
001823	Mennonite Biblical Sem	003076	Miami-Jacobs Jc Business
010673	Mennonite Bib Sem Jt Lib	002288	Mich Christian College
010368	Mennonite Brthrn Bib Sem	022316	Mch Inst Of Health Prof
008256	Mennonite Col of Nursing	002290	Michigan State University
001237	Merced College	002292	Michigan Technological U
004740	Mercer Co Cmty College	009091	Michigan All Cam, U Of
008724	Mercer U All Campuses	002325	Michigan Cen Office, U Of
008000	Mercer U Central Office	009092	Mich-Ann Arbor, Univ Of
008419	Mercer U In Atlanta	002326	Michigan-Dearborn, U Of
001580	Mercer U Main Campus	002327	Michigan-Flint, U Of
001593	Mercer U Sthn Sch Phar	010343	Micronesia, Cmty Col Of
002772	Mercy College	029288	Micronesian Occup C
002286	Mercy College Of Detroit	029172	Mid America Bapt Seminary
003297	Mercyhurst College	006942	Mid America Bible C
002945	Meredith College	010618	Mid-Amer C Funeral Serv
002413	Meridian Junior College	007032	Mid-America Nazarene C
002120	Merrimack College	029390	Mid-Cont Baptist Bible C
029273	Merrimack Valley College	006768	Mid Michigan Cmty College
001267	Merritt College	029005	Mid Plains Cc Area
007264	Mes Torah Vodaath Rab Sm	009982	Mid-South Bible College
001358	Mesa College	005380	Mid-State Technical Inst
001077	Mesa Community College	001581	Middle Georgia College
009633	Mesivta Estn Pkwy Rab Sm	003510	Middle Tenn St University
003974	Mesivtha Tifereth Jer Amr	003691	Middlebury College
003298	Messiah College	008038	Middlesex Cmty College
002946	Methodist College	009936	Middlesex Cmty College
003075	Methodist Theol Sch Ohio	002615	Middlesex County College
004567	Metropolitan Bus College	009797	Midland College
009137	Metro Cc Adminv Sys Off	002553	Midland Lutheran College
009138	Met Cc Ad Cnt Sys All Ins	003993	Midlands Tech College
001360	Metropolitan St College	004568	Midstate College
010374	Metropolitan State Univ	001975	Midway College
012586	Metro Tech Cc Area	007112	Midwest Christian College
012314	Miami Christian College	010919	Midwest College Of Engr
008800	Miami University All Cam	002485	Midwestern Bapt Theol Sem
003077	Miami University Cen Off	003592	Midwestern St University

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001028	Miles College	004688	Miss Med Ctr, Univ Of
002528	Miles Community College	002422	Miss Univ For Women
029369	Miller Institute	002424	Miss Vly St University
003325	Millersville Univ Of Pa	007540	Missouri Baptist College
003511	Milligan College	002488	Missouri Sthn St College
001724	Millikin University	008767	Mo Cen Admin All Cam, U Of
001238	Mills College	002515	Mo Cen Admin, Univ Of
002414	Millsaps College	002516	Missouri-Columbia, U Of
003866	Milwaukee Area Tech C	002518	Missouri-Kansas City, U Of
029113	Milwaukee Inst Art Design	002517	Missouri-Rolla, U Of
003868	Milwaukee Sch Engineering	002519	Missouri-Saint Louis, U Of
002486	Mineral Area College	002489	Missouri Valley College
002365	Minneapolis C-Art Design	002490	Missouri Wstn St College
002362	Minneapolis Cmty College	001393	Mitchell College
002366	Minnesota Bible College	002947	Mitchell Cmty College
009346	Minnesota Cc Sys Sys Off	002491	Moberly Area Junior Coll
029068	Minn Cc System All Inst	001029	Mobile College
004069	Minn Tech C Crookston, U	001240	Modesto Junior College
010225	Minn Tech C-Waseca, U Of	011864	Mohave Community Coll
029069	State U Sys Minn All Inst	002871	Mohawk Vly Cmty College
029070	State U Sys Minn Sys Off	009765	Mohegan Community Coll
008761	Minnesota All Cam, U Of	002775	Molloy College
002387	Minnesota Cen Office U Of	001725	Monmouth College
002388	Minnesota Duluth, U Of	002616	Monmouth College
003969	Minn Mnpls Snt Paul, U Of	004799	Monroe Business Inst
002389	Minnesota Morris, U Of	002872	Monroe Community Coll
002994	Minot State College	002294	Monroe Co Cmty College
001239	Mira Costa College	002531	Montana C Minrl Sci-Techn
004798	Mirrer Yeshiva Cen Inst	002532	Montana State University
003247	Misericordia,College	029071	Montana U System All Inst
010130	Miss Wade's Fash College	029072	Montana U Sys System Off
029128	Mission College	002536	Montana, University Of
002415	Mississippi College	002295	Montcalm Cmty College
012860	Miss Co Cmty College	002617	Montclair State College
002416	Miss Delta Junior College	001241	Monterey Intrnatl Stdies
008763	Mississippi Gulf Coast Jc	001242	Monterey Pen College
002421	Miss Industrial College	001004	Montevallo, University Of
002423	Mississippi St University	008748	Montgomery C All Campuses
008764	Mississippi All Cam, U Of	006911	Montgomery C Central Off
008022	Miss Cen Off, Univ Of	002082	Montgomery C Rockville
002440	Miss Main Cam, Univ Of	002081	Montgomery C Takoma Park

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029074	Montgomery Col Germantown	001245	Mount San Antonio College
004452	Montgomery Co Community C	001246	Mt San Jacinto College
008087	Montgomery Tech Col	003873	Mount Senario College
002948	Montreat-Anderson Collece	007026	Mt. Sinai Sch Of Med Cuny
001727	Moody Bible Institute	003083	Mount Union College
003300	Moore College Of Art	001452	Mount Vernon College
002367	Moorhead State University	007085	Mount Vernon Nazarene C
007115	Moorpark College	002172	Mt Wachusett Cmty Coll
009256	Moraine Park Tech Inst	009629	Mtn Empire Cmty College
007692	Moraine Vly Cmty College	008503	Mountain View College
003301	Moravian College	003304	Muhlenberg College
001976	Morehead State University	003206	Multnomah Sch Of Bible
001582	Morehouse College	001731	Mundelein College
029297	Morehouse School Of Med	003158	Murray State College
009981	Morgan Community College	001977	Murray State University
002083	Morgan State University	005697	Muscle Shoals St Tech C
001879	Morningside College	004667	Museum Fine Arts, Sch Of
001583	Morris Brown College	002296	Muskegon Business Coll
003439	Morris College	002297	Muskegon Cmty College
004531	Morris Jc Of Business	008133	Muskingum Area Tech C
008880	Morrison Inst Of Techn	003084	Muskingum College
003512	Morristown College	005695	N F Nunnelly St Tech C
001728	Morton College	029135	NAES College
006836	Motlow State Cmty College	001247	Napa Valley College
003302	Mount Aloysius Jr College	029185	Naropa Institute
003203	Mount Angel Seminary	008557	Nash Technical Institute
002192	Mount Holyoke College	003874	Nashotah House
003204	Mount Hood Cmty College	008145	Nashville State Tech Inst
002193	Mount Ida College	002873	Nassau Community Coll
003465	Mount Marty College	003726	National Business Coll
003869	Mount Mary College	004057	National College
001880	Mount Mercy College	001732	Natl Coll Chiropractic
002949	Mount Olive College	010269	National College Of Ed
001395	Mt Sacred Heart College	029189	Natl Ed Ctr-Ar C Techn C
002776	Mount Saint Alphonsus Sem	009784	Natl Ed Cntr-Bauder Col C
001881	Mount Saint Clare College	029196	Natl Ed Ctr-Brwn Inst Cam
003033	Mt Snt Jos-On-The-Ohio, C	007550	Natl Ed Ctr-Ky Col Techn
002778	Mount Saint Mary College	029327	Natl Ed Ctr-Natl Inst Tec
001243	Mount Snt Mary's College	029204	Natl Ed Ctr-NIT Camp
002086	Mount Snt Mary's College	007678	Natl Ed Cntr-Spartan S A
002703	Mt Snt Vincent, Col Of	007586	Nat Ed Ctr-Tamp Tech Inst

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029203	Natl Ed Cntr Vale Tech Ca	002590	NH Keene St College U Of
010463	National Technical Sch	002591	NH Plymouth St College U
011460	National University	005291	NH Voc-Tech C Berlin
008246	Navajo Community Coll	007560	NH Voc-Tech C Claremont
001310	Naval Postgraduate Sch	007555	NH Voc-Tech C Laconia
003593	Navarro College	002582	NH Voc-Tech C Manchester
013007	Nazarene Bible College	009236	NH Voc-Tech C Nashua
002779	Nazareth C Of Rochester	002583	NH Voc-Tech C Stratham
002494	Nazarene Theol Sem	001397	New Haven, University Of
002298	Nazareth College	002653	New Mexico Highlands U
012976	Nebr Christian College	002655	New Mexico Junior College
029281	Nebraska Indian Cc	002656	New Mexico Military Inst
008025	Univ Of Nebr Cen Sys Off	002019	New Orls Bapt Theol Sem
008768	U NE Cen Admin Sys All In	002015	New Orleans, University Of
002565	Nebraska-Lincoln U Of	005223	New River Cmty College
006895	Nebraska Med Ctr, Univ Of	002704	New Rochelle, College Of
002554	Nebraska At Omaha U Of	011146	New School Of Music
002555	Nebraska Wesleyan Univ	002780	New Sch For Soc Research
008486	Nec-Natl Inst Techn Cam	012277	New York Chiropractic Col
001936	Neosho Co Cmty College	002749	NY College Podiatric Med
002087	Ner Israel Rab College	008782	NY Inst Techn All Cam
003988	Neumann College	004804	Ny Inst Techn Main Campus
009014	U Of Nevada Sys All Inst	007968	NY Inst Techn Cen Office
008026	Univ Nevada Sys Sys Off	002782	NY Inst Techn NY Cty Cam
002569	Nevada-Las Vegas, Univ Of	002783	New York Law School
002568	Nevada-Reno, Univ Of	002784	New York Medical College
002619	New Brunswick Theol Sem	029036	NY Sch Of Interior Design
010831	New College Of California	004750	NY St C Ceramics Alfred U
002579	New England College	002674	New York Theol Seminary
002164	New England C Optometry	002785	New York University
002194	New Eng Consv Of Music	003440	Newberry College
010781	New Eng Inst App Arts-Sci	007484	Newbury Junior College
007845	New Eng Inst Technology	002874	Niagara Co Cmty College
029222	New Eng Inst Tec-Palm Bch	002788	Niagara University
008916	New England School Of Law	002005	Nicholls State University
002050	New England, Univ Of	001016	North Alabama, Univ Of
002580	New Hampshire College	004056	North American Bapt Sem
002581	NH Technical Institute	002905	NC Agrl & Tech State U
008769	U Sys Of NH All Inst	002950	NC Central University
008027	U Sys Of NH System Office	003981	NC School Of The Arts
002589	New Hampshire U Of	002972	NC State U Raleigh

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008793	U Of NC Gen Adm All Cam	009257	Northeast Wis Tech Inst
002907	NC At Asheville U Of	002623	Nthstn Bible College
002974	NC At Chapel Hill, U Of	003307	Northeastern Christian Jc
002975	NC At Charlotte, U Of	001693	Nthstn Ill University
002976	NC At Greensboro, Univ Of	001361	Northeastern Jr College
002971	NC Gen Ad Cen Off, U Of	029045	Nthstn Ohio Univ Col Med
002984	NC Wilmington, Univ Of	003160	Nthstn Okla Agri-Mech C
002951	NC Wesleyan College	003161	Northeastern Okla State U
001734	North Central College	002199	Northeastern University
002299	North Cen Mich College	001082	Northern Ariz University
005313	North Cen Tech College	001736	Northern Bapt Theol Sem
005387	North Central Tech Inst	001349	Northern Colorado, U Of
007111	N Country Cmty College	002174	Nthn Essex Cmty College
002996	ND State School Science	001737	Northern Ill University
009266	ND State U All Campuses	001890	Northern Iowa, U Of
002997	ND State U Central Office	009275	Northern Kentucky Univ
009265	ND State U Main Campus	005760	Nthn Me Voc Tech Inst
002995	ND State U Bottineau	029355	Northern Marianas College
008030	Univ Of ND Central Off	002301	Northern Mich University
008794	ND All Campuses,U Of	002533	Northern Montana College
003005	ND Main Campus U Of	006977	Northern Nev Cmty College
003007	ND Williston Branch U Of	029087	Northern New Mexico Cc
001508	North Florida Jr College	003162	Northern Oklahoma College
009841	North Florida, U Of	003466	Northern State College
001585	North Georgia College	003727	Northern Va Cmty College
003441	North Greenville College	007191	Northampton Co Area Cc
011145	North Harris Co College	002385	Northland Cmty College
002370	N Hennepin Cmty College	003875	Northland College
001623	North Idaho College	011862	Northland Pioneer College
001877	N Iowa Area Cmty College	001248	Northrop University
029066	North Lake College	001032	Nthwst Ala St Jr College
001735	North Park C & Theol Sem	005696	N W Ala St Tech College
009704	North Seattle Cc	002998	Northwest Bible College
002173	North Shore Cmty College	003208	Nthwst Christian College
003594	North Texas St University	003783	Nthwst C Assemblies God
001031	Nthst Ala St Jr College	029245	Northwest Cc
004587	Nthst La Tech Institute	003931	Northwest Cmty College
002020	Northeast Louisiana U	004600	Nthwst Iowa Tech C
002426	Northeast Miss Jr College	002427	Northwest Miss Jr College
002495	Nthst Mo St University	002496	Nthwst Mo St University
011667	Northeast Tech Cc Area	001624	Nthwst Nazarene College

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008677	Northwest Tech College	013062	Ohio C Of Bus And Tech
008267	Northwest Tech Inst	003088	Ohio C Podiatric Medicine
004861	Nthwstn Bus C-Tech Ctr	003035	Ohio Dominican College
001883	Northwestern College	003089	Ohio Northern University
002371	Northwestern College	008802	Ohio State U All Campuses
029062	Northwestern College	003090	Ohio State U Central Off
012328	Nthwstn C Chiropractic	006883	Ohio State U Main Campus
001398	Nthwstn Conn Cmty Coll	010687	Ohio St U Agrl Tech Inst
007353	Nthwstn Elecs Institute	003092	Ohio St U-Lima Cam
002302	Northwestern Mich College	003093	Ohio St U-Mansfield Cam
003163	Nthwstn Okla State U	003094	Ohio St U-Marion Cam
002021	Nthwstn St U Of La	003095	Ohio St U-Newark Cam
001739	Northwestern University	008803	Ohio U All Campuses
008759	Northwood Institute	003101	Ohio U Belmont Co Branch
001399	Norwalk Community College	008036	Ohio U Central Office
001400	Norwalk St Tech College	003102	Ohio U Chillicothe Br
010875	Norwich U All Cam	003104	Ohio U Lancaster Branch
010874	Norwich U Cen Off	003100	Ohio U Main Campus
003692	Norwich University	003108	Ohio U Zanesville Branch
002584	Notre Dame College	003819	Ohio Valley College
003085	Notre Dame College	003109	Ohio Wesleyan University
001179	Notre Dame, College Of	004481	Ohlone College
002065	Notre Dame Md, College Of	011984	Ohr Hameir Theol Sem
002022	Notre Dame Sem Sch Theo	029399	Ohr Somayach Institutions
001840	Notre Dame, University Of	001510	Okaloosa-Walton Junior C
001509	Nova University	003164	Oklahoma Bapt University
002790	Nyack College	003165	Okla Christian College
029198	O. S. Johnson Sch Techn	010391	Oklahoma City Cmty College
001824	Oakland City College	003166	Oklahoma City University
008760	Oakland Community Coll	003169	Okla Col Bus-Tech
002307	Oakland University	011282	Okla C Osteo Med And Surg
009896	Oakton Community Coll	29348	Oklahoma Mission Bapt Col
001033	Oakwood College	003174	Okla Panhandle State U
003086	Oberlin College	008806	Okla State U All Campuses
001455	Oblate College	008040	Okla State U Cen Office
003595	Oblate Sch Theol	003170	Okla State U Main Campus
001249	Occidental College	003171	Okla State U Tech Inst
002624	Ocean County College	008807	Oklahoma All Cam, U Of
003596	Odessa College	008041	Oklahoma Central Off, U Of
029156	Oglala Lakota College	003167	Sci & Arts Of Okla, U Of
001586	Oglethorpe University	005889	Okla Health Sci Ctr, U Of

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0003184	Oklahoma Norman Cam, U Of	007970	Pace University Cen Off
029313	Old College	002791	Pace University New York
003728	Old Dominion University	002792	Pace U Plsntvl-Brcf Cam
009003	Olean Business Institute	002727	Pace U White Plains Cam
002308	Olivet College	001252	Pacific Christian College
001741	Olivet Nazarene College	029376	Pac Coast Bptst Bible C
003784	Olympic College	029290	Pacific Coast Jr College
029149	O'more College Of Design	029225	Pacific Grad Sch Psyc
002875	Onondaga Cmty College	001254	Pacific Luth Theol Sem
004601	Open Bible College	003785	Pacific Luth University
029372	Or Grad Schl Of Prof Psy	003207	Pacific Nthwst C Art
009191	Or St Hi Ed Sys All Inst	001255	Pacific Oaks College
003985	Oral Roberts University	001256	Pacific Sch Of Religion
001250	Orange Coast College	001258	Pacific Union College
002876	Orange Co Cmty College	003212	Pacific University
006815	Orangeburg Calhoun Tech C	001329	Pacific, University Of The
008856	Oregon Graduate Center	007459	Paier College Of Art Inc.
004882	Oregon Hlth Sci Univ	001587	Paine College
003211	Oregon Inst Of Technology	008849	Palm Beach Atlantic Col
007821	Oregon Poly Institute	001512	Palm Beach Junior College
003210	Oregon State University	012300	Palmer C Of Chiropractic
009190	Oreg St Higher Ed Sys Off	029234	Palmer College Chiro-West
003223	Oregon, Univ Of	001259	Palo Verde College
008808	Oregon All Cam, U Of	001260	Palomar College
001499	Orlando College	007031	Pamlico Technical C
001855	Osteo Med Hlth Sci, U Of	003599	Pan American University
001362	Otero Junior College	003600	Panola Junior College
001251	Otis Art Inst Parson Sch	003601	Paris Junior College
001937	Ottawa University	002498	Park College
003110	Otterbein College	001588	Piedmont College
001102	Ouachita Bapt University	029398	Parker C Of Chiropractic
002140	Our Lady Of Elms, College	003828	Parkersburg Cmty College
002023	Our Lady Of Holy Cross C	007118	Parkland College
003598	Our Lady Of Lake U San An	029163	Parks College
005753	Owens Technical College	003970	Parks C Of St Louis U
009313	Owensboro Jc Bus	002793	Parsons School Of Design
012842	Oxnard College	001261	Pasadena City College
029322	Ozark Bible College	029105	Pasadena College Chiro
001094	Ozarks, College Of The	010652	Pasco-Hernando Cc
002500	Ozarks, School Of The	009994	Passaic Co Cmty College
008784	Pace University All Cam	003751	Patrick Henry Cc

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001034	Patrick Henry State Jc	003347	Pa State U York Campus
004490	Patten College	003378	Pennsylvania, Univ Of
009159	Paul D Camp Cmty College	001513	Pensacola Junior College
003602	Paul Quinn College	001264	Pepperdine University
002795	Paul Smith's C Arts & Sci	008712	Peralta Cc Sys All Inst
002088	Peabody Inst Jhn Hopkns U	001265	Peralta Cc System Office
002953	Peace College	002559	Peru State College
002430	Pearl River Jr College	002955	Pfeiffer College
003309	Peirce Junior College	003350	Phila College Of Art
002954	Pembroke State University	003351	Phila College Of Bible
003786	Peninsula College	003352	Phila College Osteo Med
007860	Penn Technical Institute	003355	Phila C Performing Arts
002484	Penn Valley Cmty College	003353	Phila College Phar & Sci
029199	Pennco Tech	003354	Phila C Textiles And Sci
003311	Pa College Of Optometry	003249	Philadelphia, Cc Of
003312	Pa College Podiatric Med	011356	Phila Sch Of Print & Adve
021554	Pa C Of Straight Chirp	001103	Philander Smith College
010998	Pa Institute Technology	011153	Phillips C Greater Orls
008813	Pa State U All Campuses	009221	Phillips College
003329	Pa State U Central Office	010765	Phillips College
006965	Pa State U Main Campus	011130	Phillips College
003330	Pa State U Allentown Cam	029223	Phillips College Jackson
003331	Pa State U Altoona Cam	001104	Phillips Co Cmty College
003332	Pa State U Beaver Campus	003175	Phillips University
003333	Pa St U Behrend College	001078	Phoenix College
003334	Pa State U Berks Campus	029143	Phoenix, University Of
006814	Pa State U Capitol Campus	008192	Piedmont Aerospace Inst
006922	Pa State U Delaware Cam	002956	Piedmont Bible College
003335	Pa State U Du Bois Campus	003992	Piedmont Tech College
003336	Pa State U Fayette Campus	009646	Piedmont Technical C
003338	Pa State U Hazleton Cam	009928	Piedmont Va Cmty College
003348	Pa St U King Of Prussia	008896	Pikes Peak Cmty College
003339	Pa State U Mckeesport Cm	001980	Pikeville College
006813	Pa St U Milt Hers Med Ctr	029235	Pillsbury Bptst Bible C
003340	Pa State U Mont Alto Cam	007266	Pima Community College
003341	Pa St U New Kensington Cam	002201	Pine Manor College
003342	Pa State U Ogontz Campus	009908	Pinebrook Junior College
003343	Pa State U Schuylkill Cam	029029	Pioneer Community Coll
003345	Pa St U Shenango Vly Cam	004062	Pitt Cmty College
003346	Pa St U Wilkes-Barre Cam	005310	Pittsburgh Inst Aeron
003344	Pa St U Wrthgtn Scrtn Cm	001926	Pittsburg St University

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007437	Pittsburgh Tech Inst	003731	Prot Epis Theol Sem In Va
003356	Pittsburgh Theol Semry	003406	Providence College
008046	Univ Of Pittsburg Cen Off	029166	Pueblo Community College
008815	Pittsbgo All Campuses, U Of	003941	Puerto Rico Jr College
003379	Pittsbgo Main Campus, U Of	008840	U Of Puerto Rico All Cam
003380	Pittsbgo Bradford Cam, U	010922	U Pr Reg Colleges Admin
003381	Pittsbgo Greensbg Cam, U	003942	Puerto Rico Cenoff, Univ
003382	Pittsbgo Johnstwn Cam, U	012123	Pr Aguadilla Reg C, U Of
003383	Pittsbgo Titusvl Cam, U Of	007228	Pr Arecibo Tech U C, U Of
001172	Pitzer College	029316	Pr Bayamon Tech Univ C, U
009533	Platt College	012194	Pr Carolina Regnl C, U Of
007638	Platte Vly Bible College	007206	Pr Cayey Univ Col, Univ Of
029265	Plaza Business Institute	003943	Pr Humacao U C, Univ Of
001262	Point Loma Nazarene Col	029384	Pr La Montana Reg C, U Of
003357	Point Park College	003944	Pr Mayaguez, Univ Of
001514	Polk Community College	003945	Pr Medical Sciences, U Of
002796	Polytechnic Inst Ny	009652	Pr Ponce Tech Univ, U Of
001173	Pomona College	007108	Pr Rio Piedras, Univ Of
029268	Ponce Sch Of Medicine	029046	Puget Sound Chr. Col.
003113	Pontifical C Josephinum	003797	Puget Sound, University Of
002202	Pope John Xxiii Natl Sem	001825	Purdue U
001268	Porterville College	008732	Purdue U All Campuses
003213	Portland Cmty College	001827	Purdue U Calumet Campus
011673	Portland School Of Art	007888	Purdue U Central Office
003216	Portland State University	001812	Ind-Purdue U Fort Wayne
003224	Portland, University Of	001813	Ind-Purdue U Indianapolis
001401	Post College	001826	Purdue U North Cen Campus
003829	Potomac St C Of W Va U	029377	Queen Of Holy Rosary Col
001640	Prairie State College	002957	Queens College
003630	Prairie View A&M Univ	001745	Quincy College
001938	Pratt Cmty College	002205	Quincy Junior College
002798	Pratt Institute	010530	Quinebaug Valley Cc
002432	Prentiss Norm-Indus Inst	001402	Quinnipiac College
003730	Presb Sch Of Christian Ed	002175	Quinsigamond Cmty College
003445	Presbyterian College	029121	Rabbi Isaac Elchanan Sem
029022	Prescott College	003976	Rab Ac Mes Rab Chaim Brln
003467	Presentation College	008609	Rab College Of America
002089	Prince Georges Cc	008614	Rab C Bobover B'nei Zion
002626	Princeton Theological Sem	003977	Rab C Ch'san Sofer Ny
002627	Princeton University	010943	Rab College Beth Shraga
001744	Principia College	004810	Rab C Of Kamenitz Yeshiva

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010378	Rabbincal Col Long Island	012435	Rich Mountain Cc
003115	Rabbinical College Telshe	003707	Richard Bland C Wm&Mary
011710	Rab Seminary Adas Yereim	008504	Richland College
003978	Rabbinical Sem Of America	010879	Richland Cmty College
029110	Rab Sem Beth Yit D'spinka	005464	Richmond Technical C
008617	Rab Seminary M'kor Chaim	003744	Richmond, Univ Of
008610	Rabbinical Sem Munkacs	001625	Ricks College
002156	Radcliffe College	002628	Rider College
003732	Radford University	012961	Rika Breuer Teachers Sem
009344	Ramapo Col Of New Jersey	012574	Ringling Sch Art-Design
013148	Ramirez C Bus And Techn	003116	Rio Grande College
010441	Rand Grad Inst Pol Stdies	001269	Rio Hondo College
005447	Randolph Technical C	029243	Rio Salado Cc
003733	Randolph-Macon College	003884	Ripon College
003734	Randolph-Macon Wom Clg	001270	Riverside City College
003603	Ranger Junior College	002586	Rivier College
009160	Rappahannock Cmty Coll	009914	Roane State Cmty College
010388	Reading Area Cmty Coll	029088	Roanoke Bible College
009543	Red Rocks Cmty College	003736	Roanoke College
001322	Redlands, University Of	008613	Roanoke-Chowan Tech C
001185	Redwoods, College Of The	001746	Robert Morris College
003217	Reed College	003359	Robert Morris College
002311	Reformed Bible College	002805	Roberts Wesleyan College
009193	Reformed Theol Sem	008612	Robeson Technical Col
008223	Reg Sem Snt Vncnt De Paul	004811	Rochester Bus Institute
001363	Regis College	002373	Rochester Cmty College
002206	Regis College	002806	Rochester Inst Technology
005692	Reid State Technical C	002894	Rochester, University Of
001589	Reinhardt College	001747	Rock Valley College
007119	Rend Lake College	002807	Rockefeller University
002803	Rensselaer Poly Institute	001748	Rockford College
006392	Research Col Of Nursing	002499	Rockhurst College
021436	R.E.T.S. Electronic Inst	002958	Rockincham Cmty College
029310	RETS Elec Inst	002877	Rockland Cmty College
029320	RETS Technical Center	009401	Rockmont College
003407	Rhode Island College	002534	Rocky Mountain College
003408	Rhode Island, Cc Of	009057	Roger Williams C All Cam
003409	Rhode Island School Of Design	003410	Roger Williams C Cen Off
003414	Rhode Island, Univ Of	004917	Roger Williams C Main Cam
003519	Rhodes College	009056	Roger Williams C Prov Br
003604	Rice University	003168	Rogers State College

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010182	Rogue Community College	002314	Saginaw Vly State Coll
001515	Rollins College	001407	Saint Alphonsus College
001749	Roosevelt University	001889	Saint Ambrose College
001750	Rosary College	002967	Snt Andrews Presb Coll
009185	Rose State College	002587	Saint Anselm College
001830	Rose-Hulman Inst Of Techn	029344	Snt Augustine Cmty Col
003360	Rosemont College	002968	Saint Augustine's College
005754	Rowan Technical College	029380	St Anthony On Hdson Sem
011930	Roxbury Community College	029370	Saint Basil's College
009800	Rush University	002341	Saint Benedict, College Of
008786	Russell Sage C All Cam	009271	Saint Bernard Parish Cc
007972	Russell Sage C Cen Office	002815	Saint Bernard's Institute
002810	Russell Sage C Main Cam	002817	Saint Bonaventure U
002811	Russell Sage Jc Of Albany	001983	Saint Catharine College
002433	Rust College	002342	Snt Catherine, College Of
008771	Rutgers The St U All Cam	003364	St Charles Borromeo Sem
002629	Rutgers The St U Cen Off	002310	Snt Clair Co Cmty College
004741	Rutgers U Camden Campus	002377	Saint Cloud St University
006964	Rutgers U New Brunswick	008714	St Ctr Cc Dist Sys All In
002631	Rutgers U Newark Campus	003621	Saint Edward's University
029397	Rutledge Col-Charleston	002600	Snt Elizabeth College Of
012294	Rutledge C Charlotte	001832	Saint Francis College
029307	Rutledge C-Columbia	002820	Saint Francis College
029233	Rutledge College Durham	003366	Saint Francis College
011195	Rutledge C-Fayetteville	001664	Saint Francis, College Of
011600	Rutledge C Of Grnsboro	009641	Snt Fran Sem Pstl Minstry
010129	Rutledge C-Greenville	003183	Saint Gregory's College
004840	Rutledge College-Raleigh	002213	Snt Hyacinth College-Sem
004921	Rutledge C-Spartanburg	002821	St John Fisher College
029287	Rutledge Col Of Sprngfld	002319	Saint John Provincial Se
029359	Rutledge Col-Memphis	008075	Snt John Vianney Col Sem
007817	Rutledge C Winston-Salem	001299	Saint John's College
001030	S. D. Bishop St Jc	001942	Saint John's College
001233	Sacramento City College	008749	Saint John's C All Cam
002959	Sacred Heart College	007957	St. John's C Cen Office
029114	Sacred Heart Sch Theol	002092	St. John's C Main Cam
002313	Sacred Heart Seminary C	002093	St. John's C Santa Fe NM
001403	Sacred Heart University	001523	Snt Johns River Cmty Col
003937	Sacred Heart, Univ Of	002214	Saint John's Seminary
008918	Saddleback College	002379	Saint John's University
006770	Saginaw Business Inst	002823	St. John's Univ, New York

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001409	Saint Joseph College	002508	Saint Mary's Sem-College
003685	St Joseph The Provider, C	002096	Saint Mary's Seminary & U
002027	Saint Joseph Sem College	003623	Snt Mary's U San Antonio
001833	Saint Joseph's College	001837	Saint Meinrad College
002051	Saint Joseph's College	010671	Snt Meinrad C Jt Library
029079	Snt Josephs C All Cam	007276	Snt Meinrad Sch Theology
029080	Snt Josephs C Cen Off	003694	Saint Michael's College
002825	Snt Joseph's C Main Cam	003892	Saint Norbert College
001303	Snt Joseph's College	002382	Saint Olaf College
029081	St Josephs C Suffolk Cam	010074	Saint Patrick's Seminary
002826	Snt Josephs Sem & Coll	002383	Saint Paul Bible College
002829	Saint Lawrence University	002509	Snt Paul Sch Of Theology
001526	Saint Leo College	002384	Saint Paul Seminary
012580	Snt Louis Christian C	005533	St Paul Tech Voc Inst
002504	Snt Louis College Of Phar	002510	Saint Paul's College
002472	Saint Louis Cc-Meramec	003739	Saint Paul's College
002505	Snt Louis Consv Of Music	002638	Saint Peters College
011181	Saint Louis Rab College	001528	Saint Petersbc Jr College
008766	Saint Louis U All Cam	003608	Saint Philip's College
008024	Saint Louis U Central Off	002705	Saint Rose, College Of
002506	Saint Louis U Main Campus	002343	Saint Scholastica, Col Of
008987	Snt Lu Cc Center All Cam	002344	Saint Teresa, College Of
002469	Snt Lu Cc Center Cen Off	002832	Saint Thomas Aquinas C
002470	Snt Lu Cc-Florissant Vly	002345	Saint Thomas, College Of
002471	Snt Lu Cc-Forest Park	001367	Saint Thomas Seminary
003794	Saint Martin's College	003654	Saint Thomas, Univ Off
001943	Saint Mary College	001468	St. Thomas Of Vill U
002540	Saint Mary College Of	029342	Snt Vincent Col And Sem
001765	Snt Mary Of The Lake Sem	002833	Snt Vladmr Orth Theol Sem
001944	Saint Mary Plains College	001768	Saint Xavier College
004061	Saint Mary Seminary	002960	Salem College
001835	Saint Mary-Of-The-Woods C	008832	Salem College All Cam
001836	Saint Mary's College	008402	Salem College Central Off
002321	Saint Mary's College	003821	Salem College Clarksburg
002380	Saint Mary's College	003820	Salem College Main Campus
002969	Saint Mary's College	005461	Salem Community College
001302	Snt Mary's College Of Cal	002188	Salem State College
002095	Snt Mary's College Of Md	002091	Salisbury State College
002507	Saint Mary's C O'Fallon	029224	Salish Kootenai Cmty C
002028	Saint Mary's Dominican C	003411	Salve Regina College
002381	Saint Mary's Jr College	003606	Sam Houston St Univ

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001036	Samford University	001519	Santa Fe Cmty College
007892	Sampson Technical Inst	029383	Santa Fe Community Col
009163	San Antonio College	001286	Santa Monica College
009162	San Anto Cc Dist All Cam	001287	Santa Rosa Junior Coll
003607	Sn Anto Cc Dist Cen Off	011995	Sara Schenirer Tchrs Sem
001272	Sn Bernardino Vly Coll	002813	Sarah Lawrence College
008895	San Diego City College	029035	Sarasota, University Of
001274	San Diego Cc Dist All Cam	001752	Sauk Valley College
001273	San Diego Cc Dist Dis Off	029258	Savannah C Art & Design
001275	San Diego Mesa College	001590	Savannah State College
012662	San Diego Miramar Coll	029178	Saybrook Institute
001151	San Diego State U	003177	Sayre Junior College
010395	San Diego, University Of	003515	Scarritt College
012631	C Law – U San Fernando Vly	006785	Schenectady County Cc
003948	San Francisco Art Inst	029191	School Associated Arts
029032	San Frisco Cc District	008860	Sch For Intrnatl Training
001277	Sn Frisco C Mortuary Sci	029340	Sch Lifelong Lrng
001278	San Francsco Consv Musc	001288	Theo At Claremont, Sch Of
001154	San Francisco State U	002315	Schoolcraft College
001279	San Francisco Theol Sem	003610	Schreiner College
001325	San Francisco, U Of	008304	Scottsdale Cmty College
029136	San Jacinto C All Cam	003384	Scranton, University Of
003609	San Jacinto C Central Cam	001174	Scripps College
029137	San Jacinto C Central Off	001754	Seabury-Western Theol Sem
012713	San Jacinto C North Cam	003787	Seattle Cc Dist All Cam
001280	San Joaquin Delta Coll	010106	Seattle Cc Dist Off
001281	San Jose Bible College	009705	Seattle Central Cc
001282	San Jose City College	009706	Seattle Cc South Campus
029042	San Jose Cc Dist Sys Off	003788	Seattle Pacific Univ
029041	San Jose Cc Dist Sys All In	003790	Seattle University
001155	San Jose State Univ	01037	Selma University
002660	San Juan College	002683	Sem Immac Conception
001181	San Mateo, College Of	001520	Seminole Cmty College
004697	San Mateo Co Cc Dist Off	003178	Seminole Junior College
008713	San Mateo Cc Dist Sys All I	001186	Sequoias, College Of The
002961	Sandhills Cmty College	002632	Seton Hall University
009333	Sangamon State Univ	003362	Seton Hill College
001284	Santa Ana College	008228	Seward Co Cmty College
001285	Santa Barbara Cty Coll	029401	Shaarei Zion Academy
001326	Santa Clara, University Of	001289	Shasta College
002649	Santa Fe, College Of	002289	Shaw College At Detroit

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002962	Shaw University	007731	Somerset County College
007693	Shawnee College	001156	Sonoma State University
012748	Shawnee St Cmty College	001057	South Alabama, U Of
010439	Shelby State Cmty College	003446	SC State College
001062	Sheldon Jackson College	008819	SC All Campuses, U Of
005691	Shelton St Cmty College	008049	SC Central Off, Univ Of
003737	Shenandoah C-Consrv Music	003449	SC At Aiken, U Of
003822	Shepherd College	003450	SC At Beaufort, Univ Of
003930	Sheridan College	003448	SC At Columbia, Univ Of
029058	Sherman C Straight Chiro	003451	SC Coastal Carolina, U Of
001755	Sherwood Conserv. Of Music	003453	SC At Lancaster, Univ Of
001756	Shimer College	003454	SC At Salkehatchie, U Of
003326	Shippensburg Univ Of Pa	006951	SC-Spartanbrg, Univ Of
011076	Sh'or Yoshuv Rab College	012112	SC At Sumter, Univ Of
003791	Shoreline Cmty College	004927	SC At Union, Univ Of
001105	Shorter College	008037	South Cen Cmty College
001591	Shorter College	003470	SD Sch Mines & Technology
002816	Siena College	003471	SD State University
002316	Siena Heights College	010300	South Dakota, U Of
001290	Sierra College	010299	Univ Of SD Central Office
009192	Sierra Nevada College	003472	SD At Springfield, U Of
029395	Sierra U:An Intl U	001522	South Florida Jr College
003850	Silver Lake College	001537	South Florida, Univ Of
002208	Simmons College	001592	South Georgia College
009645	Simon's Rock Of Bard C	029242	South Mountain Cmty C
001291	Simpson College	003611	South Plains College
001887	Simpson College	005372	So Puget Sound Cmty C
003119	Sinclair Cmty College	004977	South Texas College Law
029112	Sinte Gleska College	029098	U Sys South Texas Sys Off
001888	Sioux Empire College	029097	Univ Sys S Texas All Inst
003469	Sioux Falls College	003534	South, Univ Of The
001187	Siskiyou, College Of The	002501	Sthest Mo St University
003792	Skagit Valley College	002435	Southeastern Bapt College
002814	Skidmore College	002963	Sthestn Baptist Theol Sem
007713	Skyline College	001039	Sthestn Bible College
003327	Slippery Rock Univ Of Pa	001521	Sthestn C Assemblies God
002209	Smith College	029267	Sthestn Col Of Osteo Med
001038	Snead State Jr College	002964	Southeastern Cmty College
003679	Snow College	008740	Southeastern Cmty College
029228	Sojourner-Douglas College	001757	Southeastern Ill College
001292	Solano County Cc	002024	Sthestn La University

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002210	Sthestn Mass University	002026	Sthn U At New Orleans
029003	Sthestn NE Tech Cc Area	004622	Sthn U Shreveport-Bossier
003179	Sthestn Okla State U	003678	Southern Utah St College
001456	Southeastern University	003693	Southern Vermont College
029024	Sthn Ark U All Campuses	003816	Sthn W Va Cc
029025	Sthn Ark U Central Office	008661	Southside Va Cmty College
001107	Sthn Ark U Main Campus	002502	Southwest Baptist Univ
013176	Sthn Ark U El Dorado Br	002650	Southwest, College Of The
007738	Sthn Ark U Tech Branch	002436	Southwest Miss Jr College
001106	Southern Baptist College	002503	Sthwst Mo St University
001982	Southern Bapt Theol Sem	005247	Southwest St Tech Col
011624	Southern Bible College	002375	Sthwst State University
001293	Southern Cal College	003614	Southwest Tex Jr College
001230	Sthn Cal C Of Optometry	003615	Sthwst Texas St Univ
029084	Sthn Cal Institute Arch	007260	Southwest Va Cmty College
001328	Sthn California, Univ Of	007669	Sthwst Wis Voc Tech Inst
003517	Sthn College Of Optometry	003619	Sthwstn Adventist College
003518	Sthn C Seventh-Day Advent	003616	Southwestern Assemb God C
001365	Southern Colorado, U Of	003617	Sthwstn Bapt Theol Sem
001406	Sthn Ct State Univ	003618	Sthwstn Christian College
001619	Southern Idaho, College Of	001294	Southwestern College
008728	Sthn Il Univ Sys All Inst	001940	Southwestern College
008237	Sthn Illinois U Sys Off	003180	Sthwstn C Chrstn Min
001758	Sthn Illinois U Carbondl	001857	Southwestern Cmty Coll
001759	Sthn Illinois U Edwardsvl	007113	Sthwstn Cons Bapt Bib C
001808	Southern Indiana, U Of	002031	Sthwstn Louisiana, U Of
009435	Southern Jc Of Business	002317	Southwestern Mich Coll
005525	Southern ME Voc Tech Inst	003181	Sthwstn Okla State U
009762	Sthn Maine, Univ Of	003220	Sthwstn Ore Cmty College
003613	Southern Meth University	008466	Southwestern Tech C
002441	Sthn Mississippi, Univ Of	003620	Southwestern University
005127	Southern Ohio College	001295	Sthwstn U School Of Law
003219	Sthn Oregon St College	001960	Spalding University
003738	Southern Sem Jr College	003994	Spartanburg Tech Coll
012870	Sthn St Cmty Col	003447	Spartanburg Meth Coll
021966	Southern Tech College	001594	Spelman College
001570	Sthn Tech Inst	001663	Spertus College Judaica
001040	Sthn Union St Jr College	003793	Spokane Community Coll
002025	Southern U A&M All Cam	009544	Spokane Falls Cmty Col
009637	Southern U A&M C Cen Off	001643	Spoon River College
009636	Sthn U A&M C Baton Rouge	002318	Spring Arbor College

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003363	Spring Garden College	006791	SUNY College At Purchase
001041	Spring Hill College	006792	SUNY C Of Tech Utica-Rome
002211	Springfield College	009555	SUNY At Stony Bk All Cam
001761	Springfld College In Ill	002838	SUNY At Stony Bk Main Cam
008078	Springfield Technical Cc	002840	SUNY Upstate Medical Ctr
029309	Spurgeon Bapt Bible C	002854	SUNY Agrl & Tech C Alfred
029129	Standing Rock College	002855	SUNY Agrl & Tech C Canton
001305	Stanford University	002856	SUNY Ag Tech C Cobleskl
011194	Stanly Technical C	002857	SUNY Agrl & Tech C Delhi
010881	Stark Technical College	002858	SUNY Ag Tech C Farmngdl
004080	Starr Kng Sch For Minstr	002859	SUNY Ag Tech C Morrisvl
001306	State Ctr Cc Dist Sys Off	008811	St Sys Of Hi Ed All Inst
009332	State Cc At East St. Louis	029371	St Sys Of Hi Ed Sys Off
008080	State Fair Cmty College	011996	Stenotype Institute
012693	State Tech Inst Knoxville	003624	Stephen F Austin State U
007105	State Tech Inst Memphis	002512	Stephens College
008788	State U Ny Sys All Inst	001945	Sterling College
002834	State U New York Sys Off	029334	Sterling College
011716	U St Ny Regts Col Deg	001531	Stetson University
002835	SUNY At Albany	003036	Steubenville, U Of
002836	SUNY At Binghamton	003674	Stevens Henager C Of Bus
009554	SUNY At Buffalo All Cam	002639	Stevens Inst Technology
002837	SUNY At Buffalo Main Cam	001044	Stillman College
002841	SUNY Coll At Brockport	009345	Stockton State College
002842	SUNY College At Buffalo	002217	Stonehill College
002843	SUNY College At Cortland	029126	Stratton College
002839	SUNY Downstate Medl Ctr	029141	Stratton Joint Library
002851	SUNY C Envrnmntl Sci-Fors	001459	Strayer College
010286	SUNY Empire State Coll	001986	Sue Bennett College
002844	SUNY College At Fredonia	029249	Suffolk Co Cc All Campus
002845	SUNY College At Geneseo	004816	Suffolk Co Cc Estn Cam
004822	SUNY Health Sci Ctr Bflo	002878	Suffolk Co Cc Selden Cam
004823	SUNY Hlth Sci Ctr Stny Bk	013204	Suffolk Co Cc Wstn Cam
002853	SUNY Maritime College	002218	Suffolk University
002846	SUNY Coll At New Paltz	003625	Sul Ross State University
007109	SUNY Coll Old Westbury	002879	Sullivan Co Cmty College
002847	SUNY College At Oneonta	004619	Sullivan Jc Business
009929	SUNY Coll Of Optometry	003995	Sumter Area Tech College
002848	SUNY College At Oswego	002322	Suomi College
002849	SUNY Coll Plattsburgh	002970	Surry Community College
002850	SUNY College At Potsdam	003369	Susquehanna University

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004665	Swain School Of Design	006725	Tenn Ctr Health Sci, U Of
003370	Swarthmore College	003529	Tenn-Chattanooga, Univ Of
003742	Sweet Briar College	003530	Tenn-Knoxville, Univ Of
008789	Syracuse U All Campuses	003531	Tenn-Martin, Univ Of
007975	Syracuse U Central Office	003525	Tenn Wesleyan College
002882	Syracuse U Main Campus	008278	Terra Technical College
029330	Sysorex Institute	003628	Texarkana College
029375	T Stevens St Sch Of Tech	003639	Texas A&I University
001946	Tabor College	003632	Texas A&M U All Campuses
003796	Tacoma Community College	008823	Texas A&M U Sys All Inst
001309	Taft College	003629	Texas A&M U System Office
001046	Talladega College	010366	Texas A&M U Main Campus
001533	Tallahassee Cmty College	010298	Texas A&M U At Galveston
011989	Talmud Acad New Jersey	003635	Texas Chiropractic C
012011	Talmud Sem Oholei Torah	003636	Texas Christian Univ
012523	Talmud Yeshiva Of Phila	003638	Texas College
029048	Talmudic C Of Florida	009768	Texas College Osteo Med
029147	Talmudical Inst Upst Ny	003641	Texas Lutheran College
011728	Tampa College	008774	Texas Medl Ctr Joint Lib
001538	Tampa, University Of	003642	Texas Southern Univ
029093	Tanana Valley Cc	003643	Texas Southmost College
002513	Tarkio College	009643	Tex St Tech Inst All Cam
003631	Tarleton State University	009642	Tex St Tech Inst Cen Off
008898	Tarrant Co Junior College	009933	Tex St Tech Amarillo Cam
004825	Taylor Business Institute	009225	Tx St Tech Rio Grnd C Har
001838	Taylor University	009932	Tx St Tech-Sweetwater Cam
011031	Tech Career Institutes	003634	Tex St Tech Inst Waco Cam
005463	Tech C Of Alamance	010674	Tx Tech U Hlth Sci Ctr
010567	Techn C Municpy San Juan	003644	Texas Tech University
022537	Technical Trades Inst	008825	U Of Texas Sys All Inst
029052	Telshe Yeshiva-Chicago	003655	Texas System Office,U Of
003627	Temple Junior College	003656	Texas At Arlington, U Of
003371	Temple University	003658	Texas At Austin, U Of
007439	Tennessee Inst Elecs	009741	Texas At Dallas, Univ Of
003522	Tennessee St University	003661	Texas At El Paso, U Of
003523	Tennessee Technological U	003660	Tex Hlth Sci Ctr Dallas U
003524	Tennessee Temple Univ	011618	Tx Hlth Sci Ctr-Houstn, U
029030	St U-Cc Sys Tenn All Inst	003659	Tex Hlth Sci Sn An, U Of
029031	St U-Cc Sys Tenn Sys Off	004952	Tex Medl Br Galveston, U
008821	U Tn U-Wd Admin All Cam	009930	Texas Permian Basin,U Of
008051	Tenn U-Adm Cen, U Of	010115	Texas San Antonio,U Of

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029164	Texas At Tyler, Univ Of	001368	Trinidad State Jr College
003646	Texas Woman's University	012059	Trinity Bible College
003645	Texas Wesleyan College	001771	Trinity Christian College
001413	Thame Vly State Tech C	001414	Trinity College
003376	Thiel College	001460	Trinity College
011648	Thomas A Edison College	001772	Trinity College
002052	Thomas College	003695	Trinity College
001555	Thomas County Cc	029362	Trinity Episcopal Sch
003278	Thomas Jeff University	012193	Trinity Evangelcl Div Sch
012627	Thomas M Cooley Law Sch	003044	Trinity Lutheran Seminary
002001	Thomas More College	003647	Trinity University
006871	Thomas Nelson Cmty Col	001773	Triton College
001769	Thornton Cmty College	002812	Trocaire College
004713	Three Rivers Cmty Coll	008696	Troy State U All Cam
003712	Tidewater Cmty College	008003	Troy State U Cen Office
003121	Tiffin University	001048	Troy St U Dothn-Ft Rucker
001595	Tift College	001049	Troy State U Montgomery
010716	Tobe-Coburn Sch Fash Crs	001047	Troy State Univ Main Cam
001596	Toccoa Falls College	029231	Truckee Meadows Cc
003131	Toledo, University Of	001597	Truett McConnell College
029047	Tomlinson College	002219	Tufts University
006788	Tompkins-Cortland Cc	002029	Tulane U Of Louisiana
029304	Torah Temimah Talmud Sem	009763	Tulsa Junior College
002439	Tougaloo College	003185	Tulsa, University Of
010142	Touro College	009764	Tunxis Community College
002099	Towson State University	029262	Turtle Mountain Cmty Col
007833	Tracey-Warner School	003527	Tusculum College
001987	Transylvania University	001050	Tuskegee Institute
003221	Treasure Vly Cmty College	003648	Tyler Junior College
005734	Trenholm St Tech Col	002880	Ulster Co Cmty College
002514	Trenton Junior College	003222	Umpqua Community Coll
002642	Trenton State College	029169	Uniformed Serv U Hlth Sci
003526	Trevecca Nazarene College	001988	Union College
029260	Tri-Cities St Tech Inst	002563	Union College
009430	Tri-County Cmty College	002889	Union College
004926	Tri-County Tech College	029328	Union County College
001839	Tri-State University	010923	Union Experimenting C & U
029202	Triangle Inst Technology	002890	Union Theological Sem
029201	Triangle Inst Techn-Erie	008585	Union Theol Sem Joint Lib
029220	Triangle Inst-Greensburg	003743	Union Theol Sem In Va
008818	Trident Technical College	003528	Union University

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011256	United Elecs Inst Florida	002895	Vassar College
001369	US Air Force Academy	029160	Vc Uhvc Joint Library
001947	US Army Cmnd-Gen Staff C	001894	Vennard College
001415	US Coast Guard Academy	001334	Ventura College
001158	US International U	029000	Vent Co Cc Dist Sys Inst
002892	US Merchant Marine Acad	006863	Ventura Co Cc Sys Office
002893	US Military Academy	003697	Vermont College
002101	US Naval Academy	011167	Vermont, Com Col Of
029274	U S Sports Academy	011934	Vermont Law School
011189	United Tal Aca Of Monsey	029161	Vermont St C All Inst
002386	United Theological Sem	029162	Vermont St Col Sys Off
003122	United Theological Sem	003698	Vermont Technical Coll
003261	United Wesleyan College	003696	Vt & State Agrl Col, Univ
006858	Unity College	010060	Vernon Reg Junior Coll
002474	Univ Hlth Sci	001335	Victor Valley College
002620	Univ Med & Dent Nj	003662	Victoria College
029119	Univ Politecnica De Pr	002107	Villa Julie College
012841	Universidad Del Turabo	003387	Villa Maria College
001893	Upper Iowa University	002896	Villa Maria College Bflo
002644	Upsala College	003388	Villanova University
003133	Urbana College	001843	Vincennes University
003385	Ursinus College	008841	Virgin Islands, Col Of
003134	Ursuline College	003735	Virginia Commonwealth U
009340	Utah Hi Ed Sys All Inst	007099	Va Highlands Cmty College
009339	Utah Higher Ed Sys Off	003752	Va Intermont College
003677	Utah State University	012896	Virginia Marti Fash Inst
004027	Utah Tech College Provo	003753	Virginia Military Inst
005220	Utah Tech College Salt Lk	003754	Va Poly Inst And State U
003675	Utah, Univ Of	003764	Virginia State Univ
002883	Utica C Of Syracuse U	003766	Virginia Union University
002445	Utica Junior College	003745	Virginia All Cam, U Of
009077	Utica School Of Commerce	008058	Virginia, Cen Off Univ Of
001599	Valdosta State College	006968	Virginia Main Cam, Univ Of
006750	Valencia Cmty College	003747	Va Clinch Vly Col, Univ Of
003008	Valley City State College	008904	Virginia State Cc Sys Off
003306	Valley Forge Christian C	008905	Va State Cc Sys All Inst
003386	Valley Forge Military Jc	003767	Virginia Wesleyan College
001842	Valparaiso University	003760	Va Western Cmty College
009903	Vance-Granvl Cmty College	029106	Vista College
003535	Vanderbilt University	007468	Visual Arts, School Of
001778	Vandercook C Of Music	003911	Viterbo College

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009912	Volunteer St Cmty Coll	002566	Wayne State College
003455	Voorhees College	002329	Wayne State University
001844	Wabash College	003391	Waynesburg College
002898	Wadhams Hall Sem-Coll	003664	Weatherford College
002899	Wagner College	002900	Webb Inst Of Naval Arch
002978	Wake Forest University	001540	Webber College
004844	Wake Technical College	003680	Weber State College
001895	Waldorf College	002521	Webster University
001058	Walker College	002224	Wellesley College
005733	Walker State Tech C	002901	Wells College
003799	Walla Walla College	003801	Wenatchee Valley College
005006	Walla Walla Cmty College	029357	Wendell Castle Workshop
003135	Walsh College	029099	Wentworth Inst Of Tech
004071	Walsh C Accty & Bus Admin	002522	Wentworth Military Acad
008863	Walters St Cmty College	001433	Wesley College
029346	Wang Inst Grad Stdies	011461	Wesley College
003225	Warner Pacific College	001464	Wesley Theological Sem
008848	Warner Southern Coll	001600	Wesleyan College
002979	Warren Wilson College	001424	Wesleyan University
001896	Wartburg College	003328	West Chester Univ Of Pa
001897	Wartburg Theol Sem	009818	West Coast Christian C
001949	Washburn Univ Of Topeka	007994	West Coast U Central Off
001462	Washington Bible College	008716	West Coast University
002108	Washington College	001337	W Coast U Orange Co Ctr
003389	Washington Jeff College	003955	West Florida, Univ Of
003768	Washington And Lee U	001601	West Georgia College
012281	Wa St Cc Dist 17 Sys All	001176	West Hills College
003800	Washington St University	003823	West Liberty St College
010453	Washington Tech College	008596	West Los Angeles College
010065	Washington Theol Union	009170	West Los Angeles, U Of
002520	Washington University	007950	West Shore Cmty College
003798	Washington, Univ Of	009187	West Side Inst Technology
002328	Washtenaw Cmty College	006250	West Suburban C Nursing
001423	Waterbury St Tech College	003665	West Texas St University
029034	Watterson College	001338	West Valley College
006931	Waubonsee Cmty College	029138	W Vly Joint Cc All Inst
009258	Waukesha County Tech Inst	029139	W Vly Joint Cc Sys Office
029028	Waycross Junior College	006869	W Va Coll Grad Studies
003663	Wayland Baptist Univ	003825	West Va Inst Technology
002980	Wayne Community College	009054	West Virginia Northern Cc
009230	Wayne County Cmty College	011245	W Va Sch Osteopathic Med

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003826	W Va State College	002523	Westminster College
003827	West Virginia University	003392	Westminster College
003830	West Va Wesleyan Coll	003681	Wminster Col-Salt Lake
001110	Westark Community Coll	003393	Westminster Theol Sem
002056	Westbrook College	029195	Westminster Theol Sem
005208	Westchester Bus Inst	001341	Westmont College
002881	Westchester Cmty Coll	010176	Westmoreland County Cc
001339	Western Baptist College	029254	Weston School Of Theol
006741	Western Bible College	003668	Wharton Co Jr College
002981	Wstn Carolina University	010364	Whatcom Cmty College
001380	Wstn Ct State Univ	001781	Wheaton College
007178	Western Cons Baptist Sem	002227	Wheaton College
003226	Wstn Evangelical Sem	003831	Wheeling College
001780	Western Ill University	002228	Wheelock College
029241	Western International U	004733	White Pines College
007316	Western Iowa Tech	003803	Whitman College
002002	Western Ky University	001342	Whittier College
002109	Western Maryland Coll	003804	Whitworth College
002330	Western Mich University	001950	Wichita State University
002537	Western Montana Coll	029291	Widener U All Campus
010363	Western Nevada Cmty Col	029292	Widener U Cen Off
002226	Western New Eng College	003313	Widener Univ, Pa Campus
002664	Western NM University	003141	Wilberforce University
003146	Western OK State C	003669	Wiley College
003209	Wstn Oregon St Coll	003394	Wilkes College
002982	Western Piedmont Cc	002983	Wilkes Community College
001372	Western St College Colo	003227	Willamette University
029038	Wstn St U C Law All Cam	003705	C of William and Mary
029039	Wstn St U C Law Cen Off	008828	William & Mary All Cam, C
010832	Wstn St U C Law Orange	008055	Wm & Mary Cen Off, C Of
010854	Wstn St U C Law San Diego	002447	William Carey College
012309	Wstn States Chirprct C	002524	William Jewell College
029326	Western Tech Cc Area	002391	Wm Mitchell College Law
009549	Western Texas College	002625	William Paterson College
002331	Western Theological Sem	001900	William Penn College
003802	Western Wash University	003961	Wm Rainey Harper College
003840	Western Wis Tech Inst	002252	William Tyndale College
003933	Western Wyo Cmty Coll	002525	William Woods College
002189	Westfield State College	002229	Williams College
001899	Westmar College	009322	Williamsburg Tech College
002646	Westminster Choir Coll	029381	Williamson Free Sch

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003395	Williamsport Area Cc	002190	Worcester State College
002392	Willmar Cmty College	011611	World College West
003142	Wilmington College	002395	Worthington Cmty Coll
007948	Wilmington College	029053	Wor-Wic Tech Cmty Coll
003396	Wilson College	008846	Wright Institute, The
004845	Wilson Co Technical Inst	009167	Wright St U All Campuses
010390	Windward Cc	003078	Wright St U Central Off
002985	Wingate College	009168	Wright St U Main Campus
002394	Winona State University	009169	Wright St U Wstn Ohio Br
002986	Winston-Salem State U	003932	Wyoming, Univ Of
003456	Winthrop College	003761	Wytheville Cmty College
003913	Wisconsin Consv Of Music	003144	Xavier University
029232	Wis Indianhead Tech Inst	002032	Xavier University Of La
009621	Wisconsin School Elecs	003805	Yakima Valley Cc
029382	Wisc Sch Of Prof Psych	001426	Yale University
008837	U Of Wis Sys All Inst	003476	Yankton College
003894	Wisconsin Sys Office, U Of	001079	Yavapai College
003897	Univ Of Wisconsin Ctrs	029186	Ydi Schools
003917	Wisconsin Eau Claire, U Of	012466	Yesh Beth Hillel Krasna
003899	Wisconsin Green Bay, U Of	010944	Yesh Chofetz Chaim Radun
003919	Wisconsin La Crosse, U Of	011997	Yesh Karlin Stolin
029157	Wisconsin Lutheran Col	029148	Yesh Mikdash Melech
003895	Wisconsin-Madison, U Of	029366	Yesh O El Ch W Ct Tal Sem
003896	Wisconsin-Milwaukee, U Of	009855	Yesh Toras Chaim Talmud
009630	Wisconsin Oshkosh, U Of	029226	Yeshiva Bnei Torah
005015	Wisconsin Parkside, U Of	029373	Yeshiva Derech Chaim
003921	Wisconsin-Plattevl, U Of	011670	Yeshiva Of Nitra Rab C
003923	Wisconsin-River Fls, U Of	029054	Yeshiva Ohel Shmuel
003924	Wisconsin-Stevens Pt, U Of	029167	Yeshiva Shaar Hatorah
003915	Wisconsin Stout, U Of	002903	Yeshiva University
003925	Wisconsin Superior, U Of	029151	Yeshiva U Of Los Angeles
003926	Wi Whitewater, Univ Of	013134	Yeshivath Beth Moshe
003143	Wittenberg University	013027	Yeshivath Viznitz
003457	Wofford College	011821	Yeshivath Zichron Moshe
002448	Wood Junior College	002567	York College
007405	Wood School, The	003399	York College Penn
001343	Woodbury University	003996	York Technical College
003037	Wooster College Of	001604	Young Harris College
029060	Worcester Joint Library	009837	Youngstown C Bus-Drafting
002232	Worcester Junior Coll	003145	Youngstown St University
002233	Worcester Poly Institute	001344	Yuba College

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ELEMENT

Refer to the current Appropriations Act.

FILL REASON

- 1 New Employee
- 2 Transferred
- 3 Promotion
- 4 Demotion
- 5 Reemployment
- 6 Reinstate
- 7 Rehire

FUNDING CODE

- Digits 1, 2
- 01 General Fund (GEN)
3, 4 = 00
 - 02 Special State Revenue Funds (SPL)
3, 4 = 00 02-10 15 16 19 21 23 25 27-30 40 70 87 88 90
 - 03 Higher Education Operating Funds (HEO)
3, 4 = 00 01-03 06 08 09 11 88 90
 - 04 Highway Maintenance and Construction Funds (HMC)
3, 4 = 00 01 03-07 10 70 88 90
 - 05 Enterprise Funds (ENT)
3, 4 = 00
 - 06 Inter-governmental Service Funds (IGS)
3, 4 = 00
 - 07 Trust and Agency Funds (T&A)
3, 4 = 00 01-03 05-10 70 85 88 90 94 95
 - 08 Debt Service Funds (DTS)
3, 4 = 00 01-05
 - 09 Dedicated Special Revenue Funds (DSR)
3,4 = 00 02 03 70 88 90

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HANDICAP CODE

100	Blindness, Both Eyes
110	Blindness, Both Eyes (some correction)
120	Blindness, One Eye
140	Other Visual Impairment
200	Deafness, Unable to Talk
210	Deafness, Able to Talk
220	Other Hearing Impairment
300	Impairment Involving Three or More (Major) Limbs
310	Impairment Involving One Upper, One Lower
320	Impairment Involving One or Two Upper
330	Impairment Involving One or Two Lower
340	Other and Ill-Defined Impairments
400	Amputation of at Least One Upper and One Lower
410	Amputation of One or Two Upper
420	Amputation of One or Two Lower
430	Amputation of Other and Unspecified Parts
500	Other Mental, Psychoneurotic and Personality Disorders
520	Alcoholism
521	Drug Addiction
530	Mental Retardation, Mild
532	Mental Retardation, Moderate
534	Mental Retardation, Severe
600	Malignancies
610	Allergies
620	Diseases of the Blood
630	Epilepsy
640	Cardiac, Circulatory & Respiratory
650	Digestive & Urin-Genital
660	Speech Impairment
670	Other
700	Multiple Handicaps
900	No Handicap

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LOCATION CODE

<u>Code</u>	<u>County Name</u>	<u>Code</u>	<u>County Name</u>
000	Outside Virginia	059	Fairfax
001	Accomack	061	Fauquier
003	Albemarle	063	Floyd
005	Alleghany	065	Fluvanna
007	Amelia	067	Franklin
009	Amherst	069	Frederick
011	Appomattox	071	Giles
013	Arlington	073	Gloucester
015	Augusta	075	Goochland
		077	Grayson
017	Bath	079	Greene
019	Bedford	081	Greenville
021	Bland		
023	Botetourt	083	Halifax
025	Brunswick	085	Hanover
027	Buchanan	087	Henrico
029	Buckingham	089	Henry
		091	Highland
031	Campbell		
033	Caroline	093	Isle of Wight
035	Carroll		
036	Charles City	095	James City
037	Charlotte		
041	Chesterfield	097	King and Queen
043	Clarke	099	King George
045	Craig	101	King William
047	Culpeper		
049	Cumberland	103	Lancaster
		105	Lee
051	Dickerson	107	Loudoun
053	Dinwiddie	109	Louisa
		111	Lunenburg
057	Essex		

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113	Madison	187	Warren
115	Mathews	191	Washington
117	Mecklenburg	193	Westmoreland
119	Middlesex	195	Wise
121	Montgomery	197	Wythe
125	Nelson	199	York
127	New Kent		
131	Northampton	<u>Code</u>	<u>Independent Cities</u>
133	Northumberland		
135	Nottoway	510	Alexandria
137	Orange	515	Bedford
		520	Bristol
139	Page	530	Buena Vista
141	Patrick		
143	Pittsylvania	540	Charlottesville
145	Powhatan	550	Chesapeake
147	Prince Edward	560	Clifton Forge
149	Prince George	570	Colonial Heights
153	Prince William	580	Covington
155	Pulaski		
		590	Danville
157	Rappahannock		
159	Richmond	595	Emporia
161	Roanoke		
163	Rockbridge	600	Fairfax
165	Rockingham	610	Falls Church
167	Russell	620	Franklin
		630	Fredericksburg
169	Scott		
127	Shenandoah	640	Galax
173	Smyth		
175	Southampton	650	Hampton
177	Spotsylvania	660	Harrisonburg
179	Stafford	670	Hopewell
181	Surrey		
183	Sussex	678	Lexington
		680	Lynchburg
185	Tazewell		
		683	Manassas

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<u>Code</u>	<u>Independent Cities</u>	<u>Code</u>	<u>Independent Cities</u>
685	Manassas Park	760	Richmond
690	Martinsville	770	Roanoke
700	Newport News	775	Salem
710	Norfolk	780	South Boston
720	Norton	790	Staunton
		800	Suffolk
730	Petersburg	810	Virginia Beach
735	Poquoson	820	Waynesboro
740	Portsmouth	830	Williamsburg
750	Radford	840	Winchester

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NATIONALITY CODE

<u>Code</u>	<u>Entity</u>	<u>Code</u>	<u>Entity</u>
AF	Afghanistan	BM	Burma
AL	Albania	BY	Burundi
AG	Algeria		
AQ	American Samoa	CB	Cambodia
AN	Andorra	CM	Cameroon
AO	Angola	CA	Canada
AV	Anguilla	CV	Cape Verde
AY	Antartica	CJ	Cayman Islands
AC	Antigua & Barbuda	CT	Central African Republic
AR	Argentina	CD	Chad
AM	Armenia	CI	Chile
AA	Aruba	TW	China (Taiwan)
AT	Ashmore & Cartier Islands	CH	China
AS	Australia	KT	Christmas Island
AU	Austria	IP	Clipperton Island
AJ	Azerbaijan	CK	Cocos (Keeling) Islands
BF	Bahamas, The	CO	Colombia
BA	Bahrain	CN	Comoros
FQ	Baker Island	CF	Congo
BG	Bangladesh	CW	Cook Islands
BB	Barbados	CR	Coral Sea Islands
BS	Bassas da India	CS	Costa Rica
BO	Belarus	IV	Cote d'Ivoire
BE	Belgium	HR	Croatia
BH	Belize	CU	Cuba
BN	Benin	CY	Cyprus
BD	Bermuda	EZ	Czech Republic
BT	Bhutan		
BL	Bolivia	DA	Denmark
BK	Bosnia and Herzegovina	DJ	Djibouti
BC	Botswana	DO	Dominica
BV	Bouvet Island	DR	Dominican Republic
BR	Brazil		
IO	British Indian Ocean Territory	EC	Ecuador
VI	British Virgin Islands	EG	Egypt
BX	Brunei	ES	El Salvador
BU	Bulgaria	EK	Equatorial Guinea
UV	Burkina	ER	Eritrea
		EN	Estonia

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ET	Ethiopia	IN	India
EU	Europa Island	ID	Indonesia
		IR	Iran
FK	Falkland Islands (Islas Malvinas)	IZ	Iraq
FO	Faroe Islands	EI	Ireland
FM	Federated States of Micronesia	IS	Israel
FJ	Fiji	IT	Italy
FI	Finland		
FR	France	JM	Jamaica
FG	French Guiana	JA	Japan
FP	French Polynesia	DQ	Jarvis Island
FS	French Southern & Antarctic Lands	JE	Jersey
		JQ	Johnston Atoll
		JO	Jordan
		JU	Juan de Nova Island
GB	Gabon		
GA	Gambia, The	KZ	Kazakhstan
GZ	Gaza Strip	KE	Kenya
GG	Georgia	KQ	Kingman Reef
GM	Germany	KR	Kiribati
GH	Ghana	KN	Korea, Democratic
GI	Gibraltar		Peoples Republic of
GO	Glorioso Islands	KS	Korea, Republic of
GR	Greece	KU	Kuwait
GL	Greenland	KG	Kyrgyzstan
GJ	Grenada		
GP	Guadeloupe	LA	Laos
GQ	Guam	LG	Latvia
GT	Guatemala	LE	Lebanon
GK	Guernsey	LT	Lesotho
GV	Guinea	LI	Liberia
PU	Guinea-Bissau	LY	Libya
GY	Guyana	LS	Liechtenstein
		LH	Lithuania
HA	Haiti	LU	Luxembourg
HM	Heard Island & McDonald Islands		
HO	Honduras	MK	Macedonia
HK	Hong Kong	MC	Macau
HU	Hungary	MA	Madagascar
		MI	Malawi
IC	Iceland	MY	Malaysia

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MV	Maldives	PF	Paracel Islands
ML	Mali	PA	Paraguay
MT	Malta	PE	Peru
IM	Man, Isle of	RP	Philippines
RM	Marshall Islands	PC	Pitcairn Island
MB	Martinique	PL	Poland
MR	Mauritania	PO	Portugal
MP	Mauritius	RQ	Puerto Rico
MF	Mayotte		
MX	Mexico	QA	Qatar
MQ	Midway Islands		
MD	Moldova Islands	RE	Reunion
MN	Monaco	RO	Romania
MG	Mongolia	RS	Russia
MW	Montenegro	RW	Rwanda
MH	Montserrat		
MO	Morocco	SC	St. Kitts & Nevis
MZ	Mozambique	SH	St. Helena
		ST	St. Lucia
WA	Namibia	SB	St. Pierre & Miquelon
NR	Nauru	VC	St. Vincent & The Grenadines
BQ	Navassa Island	SM	San Marino
NP	Nepal	TP	Sao Tome & Principe
NL	Netherlands	SA	Saudi Arabia
NT	Netherlands Antiles	SG	Senegal
NC	New Caledonia	SR	Serbia
NZ	New Zealand	SE	Seychelles
NU	Nicaragua	SL	Sierra Leone
NG	Niger	SN	Singapore
NI	Nigeria	LO	Slovakia
NE	Niue	SI	Slovenia
NF	Norfolk Island	GP	Solomon Islands
CQ	Northern Mariana Islands	SO	Somalia
NO	Norway	SF	South Africa
		SX	South Georgia & the South Sandwich Islands
MU	Oman	SP	Spain
PK	Pakistan	PG	Spratly Islands
LQ	Palmyra Atoll	CE	Sri Lanka
PM	Panama	SU	Sudan
PP	Papua New Guinea		

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NS	Suriname	UP	Ukraine
SV	Svalbard	TC	United Arab Emirates
WZ	Swaziland	UK	United Kingdom
SW	Sweden	US	United States
SZ	Switzerland	UY	Uruguay
SY	Syria	UZ	Uzbekistan
TW	Taiwan	NH	Vanuatu
TI	Tajikistan	VT	Vatican City
TZ	Tanzania	VE	Venezuela
TH	Thailand	VM	Vietnam
TO	Togo	VQ	Virgin Islands of the U.S.
TL	Tokelau Islands		
TN	Tonga	WQ	Wake Island
TD	Trinidad & Tobago	WF	Wallis and Futuna
TE	Tromelin Island	WE	West Bank
PS	Trust Territory of the Pacific Islands	WI	Western Sahara
TS	Tunisia	WS	Western Samoa
TU	Turkey	YM	Yemen
TX	Turkmenistan		
TK	Turks & Caicos Islands	CG	Zaire
TV	Tuvalu	ZA	Zambia
		ZI	Zimbabwe
UG	Uganda		

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NO PREVIOUS SALARY REASON

- 001 First-Time Employment
- 002 Principal Housekeeper
- 003 Formerly Incarcerated
- 004 More Than 2-Year Break
- 005 Other

PERFORMANCE MANAGEMENT RATING CODE

- B Below Contributor
- C Contributor
- L On leave before evaluation was conducted and did not return before the end of the performance cycle
- X Extraordinary Contributor

POSITION DELETE CODE

- N Position not scheduled to be abolished
- Y Position scheduled to be abolished
- E Position exempt from abolishment list

REASON FOR REVIEW CODE

- A Continued availability of special funds to be determined
- B Classification review required by previous reorganization
- C Continued need for position to be determined
- D Review desired by the Department of Planning and Budget
- Blank Other

RECRUIT APPLICATION REQUIRED

- Y Applicant must submit a state job application
- N Applicant does not have to submit a state job application

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REASON CODE

IN-BAND SALARY ADJUSTMENTS (UPWARD)

501 Temporary Pay
502 Change of Duties
503 Internal Alignment
505 New
Knowledge/Skills/Abilities
504 Disciplinary Action
506 Retention
507 Competitive Pay

IN-BAND BONUSES (UPWARD)

531 Change of Duties
532 New
Knowledge/Skills/Abilities
533 Retention
534 Internal Alignment
541 Recognition Money
542 Recognition Non-Money
543 Recognition Leave
546 Service Award
548 Suggestion Money
549 Suggestion Leave
550 Referral Authorization
551 Referral Payment
554 Project Authorization
555 Project Payment
556 Retention Bonus
Authorization
557 Retention Bonus Pay
558 Retention Additional
Leave

IN-BAND BONUSES (UPWARD)(continued)

559 Retention Advanced
Leave
560 Sign-On Bonus
Authorization
561 Sign-On Bonus Pay
562 Sign-On Additional
Leave
563 Sign-On Advanced
Leave

IN-BAND SALARY ADJUSTMENTS (DOWNWARD)

601 Temporary Pay
602 Change of Duties
603 Internal Alignment
605 New
Knowledge/Skills/Abilities
604 Disciplinary Action
606 Retention
607 Competitive Pay

IN-BAND BONUSES (DOWNWARD)

631 Change of Duties
632 New
Knowledge/Skills/Abilities
633 Retention
634 Internal Alignment
641 Recognition Money
643 Recognition Leave

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*IN-BAND BONUSES
(DOWNWARD)
(continued)*

642 Recognition Non-Money
646 Service Award
648 Suggestion Money
649 Suggestion Leave
650 Referral Authorization
651 Referral Payment
654 Project Authorization
655 Project Payment
656 Retention Bonus
Authorization

657 Retention Bonus Pay
658 Retention Additional
Leave
659 Retention Advanced
Leave
660 Sign-On Bonus
Authorization
661 Sign-On Bonus Pay
662 Sign-On Additional
Leave
663 Sign-On Advanced
Leave

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ROLE CODE

19011	Admin & Prog Spec I	19134	Policy & Planning Spec IV
19012	Admin & Prog Spec II	19135	Policy & Planning Mgr I
19013	Admin & Prog Spec III	19136	Policy & Planning Mgr II
19014	Admin & Prog Spec IV	19137	Policy & Planning Mgr III
19031	Fin & Auditing Svcs Pract I	19138	Policy & Planning Mgr IV
19032	Fin & Auditing Svcs Pract II	19151	Procurement Pract I
19033	Fin & Auditing Svcs Pract III	19152	Procurement Pract II
19034	Fin & Auditing Svcs Mgr I	19153	Procurement Pract III
19035	Fin & Auditing Svcs Mgr II	19154	Procurement Mgr I
19036	Fin & Auditing Svcs Mgr III	19155	Procurement Mgr II
19037	Fin & Auditing Svcs Mgr IV	19156	Procurement Mgr III
19051	Gen Admin Pract I	19157	Procurement Mgr IV
19052	Gen Admin Pract II	19171	Prog Admin Pract I
19053	Gen Admin Mgr I	19172	Prog Admin Pract II
19054	Gen Admin Mgr II	19173	Prog Admin Pract III
19055	Gen Admin Mgr III	19174	Prog Admin Mgr I
19056	Gen Admin Mgr IV	19175	Prog Admin Mgr II
19057	Gen Admin Mgr V	19176	Prog Admin Mgr III
19071	Hearing & Legal Svcs Officer I	29011	Ed Prog Pract I
19072	Hearing & Legal Svcs Officer II	29012	Ed Prog Pract II
19073	Hearing & Legal Svcs Officer III	29013	Ed Prog Pract III
19074	Hearing & Legal Svcs Mgr I	29014	Ed Prog Pract IV
19075	Hearing & Legal Svcs Mgr II	29015	Ed Prog Pract V
19076	Hearing & Legal Svcs Mgr III	29016	Ed Prog Pract VI
19091	Human Res Pract I	29017	Ed Prog Administrator I
19092	Human Res Pract II	29018	Ed Prog Administrator II
19093	Human Res Pract III	29019	Ed Prog Administrator III
19094	Human Res Mgr I	29020	Ed Prog Administrator IV
19095	Human Res Mgr II	29031	Historian and Preservationist I
19096	Human Res Mgr III	29032	Historian and Preservationist II
19111	Ins & Prop Mgmt Pract I	29033	Historian and Preservationist III
19112	Ins & Prop Mgmt Pract II	29034	Historian and Admin I
19113	Ins & Prop Mgmt Pract III	29051	Library Practitioner I
19114	Ins & Prop Mgr I	29052	Library Practitioner II
19115	Ins & Prop Mgr II	29053	Library Practitioner III
19131	Policy & Planning Spec I	29054	Library Administrator
19132	Policy & Planning Spec II	29071	Media Spec I
19133	Policy & Planning Spec III	29072	Media Spec II

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29073	Media Spec III	39111	Info Tech Spec I
29074	Media Spec IV	39112	Info Tech Spec II
29075	Media Administrator I	39113	Info Tech Spec III
29076	Media Administrator II	39114	Info Tech Spec IV
29091	PR & Marketing Pract I	39115	Info Tech Mgr I
29092	PR & Marketing Pract II	39116	Info Tech Mgr II
29093	PR & Marketing Pract III	39117	Info Tech Mgr III
29094	PR & Marketing Pract IV	49011	Counselor I
29095	PR & Marketing Pract V	49012	Counselor II
29096	PR & Marketing Admin I	49013	Counselor Mgr
29097	PR & Marketing Admin II	49031	Dental Pract I
29098	PR & Marketing Admin III	49032	Dental Pract II
29099	PR & Marketing Admin IV	49033	Dental Mgr
29111	Trainer & Instructor I	49051	Direct Service Associate I
29112	Trainer & Instructor II	49052	Direct Service Associate II
29113	Trainer & Instructor III	49053	Direct Service Associate III
29114	Trainer & Instructor Admin I	49071	Food Service Tech I
29115	Trainer & Instructor Admin II	49072	Food Service Tech II
39011	Computer Oper Tech I	49073	Food Service Tech III
39012	Computer Oper Tech II	49074	Food Service Mgr I
39013	Computer Oper Mgr I	49075	Food Service Mgr II
39014	Computer Oper Mgr II	49071	Food Service Mgr III
39031	Electronics Tech I	49091	Health Care Technician I
39032	Electronics Tech II	49092	Health Care Technologist I
39033	Electronics Tech III	49093	Health Care Technologist II
39034	Electronics Mgr	49094	Health Care Technologist III
39051	Engineer I	49095	Health Care Mgr
39052	Engineer II	49112	Registered Nurse I
39053	Engineering Mgr I	49113	Registered Nurse II/Nurse Practitioner I/Physician Asst
39054	Engineering Mgr II		
39055	Engineering Mgr III	49114	Registered Nurse III/Nurse Practitioner II
39056	Engineering Mgr IV		
39071	Engineering Tech I	49115	Registered Nurse Manager I
39072	Engineering Tech II	49116	Registered Nurse Manager II
39073	Engineering Tech III	49131	Pharmacist I
39074	Engineering Tech IV	49132	Pharmacist II
39091	Fac Design & Const Engr I	49133	Pharmacy Mgr
39092	Fac Design & Const Engr II		
39093	Fac Design & Const Mgr I	49151	Physician I
39094	Fac Design & Const Mgr II	49152	Physician II
39095	Fac Design & Const Mgr III	49153	Physician Mgr I

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49154	Physician Mgr II	59073	Laboratory & Research Pract III
49171	Prog Compliance Spec I	59074	Laboratory & Research Pract IV
49172	Prog Compliance Spec II	59071	Laboatory & Research Pract I
49173	Prog Compliance Spec III	59072	Laboratory & Research Pract II
49191	Prog Spec I	59073	Laboratory & Research Pract III
49192	Prog Spec II	59074	Laboratory & Research Pract IV
49193	Prog Spec III	59075	Lab & Research Manager I
49197	Prog Spec IV	59091	Minerals Spec I
49194	Program Mgr I	59092	Minerals Spec II
49195	Program Mgr II	59093	Minerals Manager I
49196	Program Mgr III	59094	Minerals Manager II
49211	Psychologist I	59111	Natural Resource Spec I
49212	Psychologist II	59112	Natural Resource Spec II
49213	Psychologist III	59113	Natural Resource Spec III
49214	Psychologist Mgr	59114	Natural Resource Spec IV
49231	Therapist Asst/Therapist I	59115	Natural Resource Manager I
49232	Therapist II	59116	Natural Resource Manager II
49233	Therapist III	59117	Natural Resource Manager III
49234	Therapy Manager I	59131	Scientist I
49235	Therapy Manager II	59132	Scientist II
59011	Agriculture Spec I	59133	Scientist III
59012	Agriculture Spec II	59134	Scientist Manager I
59013	Agriculture Spec III	59135	Scientist Manager II
59014	Agriculture Spec IV	59136	Scientist Manager III
59015	Agriculture Spec V	59151	Veterinary Spec I
59016	Agriculture Mgr I	59152	Veterinary Spec II
59017	Agriculture Mgr II	59153	Veterinary Spec III
59018	Agriculture Mgr III	59154	Veterinary Spec IV
59019	Agriculture Mgr IV	59155	Veterinary Manager I
59031	Environmental Spec I	69011	Airfield Fire Fighter I
59032	Environmental Spec II	69012	Airfield Fire Fighter II
59033	Environmental Mgr I	69013	Airfield Fire Manager
59034	Environmental Mgr II	69031	Compliance/Safety Officer I
59035	Environmental Spec III	69032	Compliance/Safety Officer II
59051	Forensic Science Spec I	69033	Compliance/Safety Officer III
59052	Forensic Science Spec II	69034	Compliance/Safety Officer IV
59053	Forensic Science Spec III	69035	Compliance Manager I
59054	Forensic Science Mgr I	69036	Compliance Manager II
59055	Forensic Science Mgr II	69037	Compliance Manager III
59071	Laboratory & Research Pract I	69051	Emergency Coordinator I
59072	Laboratory & Research Pract II	69052	Emergency Coordinator II

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69053	Emergency Coordinator Mgr I	79074	Housekeeping & Apparel Svcs Manager II
69054	Emergency Coordinator Mgr II	79091	Printing Tech I
69055	Emergency Coordinator Mgr III	79092	Printing Tech II
69071	Law Enforcement Officer I	79093	Printing Tech III
69072	Law Enforcement Officer II	79094	Printing Tech IV
69073	Law Enforcement Officer III	79095	Printing Manager I
69074	Law Enforcement Manager I	79096	Printing Manager II
69075	Law Enforcement Manager II	79111	Retail Specialist I
69076	Law Enforcement Manager III	79112	Retail Specialist II
69091	Probation Officer I	79113	Retail Manager I
69092	Probation Officer II	79114	Retail Manager II
69093	Probation Manager I	79115	Retail Manager III
69094	Probation Manager II	79131	Warehouse Spec I
69111	Security Officer I	79132	Warehouse Spec II
69112	Security Officer II	79133	Warehouse Spec III
69113	Security Officer III	79134	Warehouse Manager I
69114	Security Officer IV	79135	Warehouse Manager II
69115	Security Manager I	79151	Transportation Operator I
69116	Security Manager II	79152	Transportation Operator II
69117	Security Manager III	79153	Transportation Operator III
69118	Security Manager IV	79154	Transp Oper Mgr I
69119	Security Manager V	79155	Transp Oper Mgr II
79011	Pilot I	79156	Transp Oper Mgr III
79012	Pilot II	79171	Utility Plant Specialist I
79013	Aviation Manager	79172	Utility Plant Specialist II
79031	Trades Tech I	79173	Utility Plant Manager I
79032	Trades Tech II	79174	Utility Plant Manager II
79033	Trades Tech III	79191	Water Craft Operator I
79034	Trades Tech IV	79192	Water Craft Operator II
79035	Trades Manager I	79193	Water Craft Operations Mgr I
79036	Trades Manager II	79194	Water Craft Operations Mgr II
79051	Equip Svce & Repair Tech I		
79052	Equip Svce & Repair Tech II		
79053	Equip Svce & Repair Mgr I		
79054	Equip Svce & Repair Mgr II		
79071	Housekeeping & Apparel Svcs Worker I		
79072	Housekeeping & Apparel Svcs Worker II		
79073	Housekeeping & Apparel Svcs Manager I		

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SB643 EXEMPT CODE

- A Positions which report directly to the agency head--Confidential Secretaries, Administrative Staff Specialists, and related executive assistants.
- B All other positions reporting directly to the agency head, regardless of salary grade.
- C Positions at the level immediately below those who report directly to the agency head and are at a salary grade of sixteen or higher.
- D Positions which include all superintendents and wardens in the Department of Corrections.
- E Positions which include only the immediate advisor or advisors or deputy or deputies of the agency head in agencies with fewer than fifty employees.

STANDARDS CODE

- Y Standards completed
- N Standards not completed

VACATE REVIEW CODE

- Y Review when vacated
- N No review when vacated